

Job Title:	Financial Accounting Manager
Type of Position	Permanent
Reporting to	Chief Financial Officer
Based:	Pretoria
Reference No:	HRREC006/24

QUALIFICATION AND EXPERIENCE:

- A Bachelor's Degree in Finance or Accounting.
- Qualified Accountant (CIMA, ACCA, ACA or other recognised qualification)
- 5 - 8 years' minimum management experience.
- Strong proficiency in Microsoft excel is essential.
- Excellent numeracy and analytical skills.
- Accountable and handle figures with integrity..

KNOWLEDGE AND SKILLS

- Principles and practice of financial accounting, Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, Public entity budgeting and reporting process, Government accounting standards (GRAP), Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures, Medium Term Strategic Framework (government priorities), Framework for managing performance information..

KEY DUTIES AND RESPONSIBILITIES

1. Financial Operations and Project Financial Management

- Implement and supervise transactional procedures and systems to ensure transparent accounting practices and full traceability.
- Prepare budget versus actual expenditure reports and include brief commentary on matters arising as identified from the report.
- Ensure the timely execution and control of monthly/yearly accountancy closure, financial reports, audits and all service contracts for the project.
- Develop financial reporting templates for sponsored projects.

- Define and analyse the project budget to ensure that funds are used according to the funding contracts.
- Ensure compliance with relevant financial legislations within finance project management.
- Preparation and maintenance of project budget to ensure data is complete and maintained on a timely basis.
- Review the payments requirements and ensure targets and milestones are in alignment with the payment schedule and cash flow projections.

2. Project Assets and Inventory Management

- Review the invoices for inventory purchases by the 15th of each month
- Provide support on inventory management.
- Ensure proper management of assets and relating to projects by reviewing the invoices for assets purchased and ensure that the asset register for projects is updated on by the 15th of each month.
- Prepare reconciliations on inventory and assets relating to the projects.
- Review the inventory and asset management policy.
- Conduct inventory count and asset verifications.

3. Compliance and internal controls

- To analyse processing and procedural requirements and recommend standard procedures and systems to be followed across the organisation.
- Ensure suitable internal controls are in place and assist in the training of staff in new processes or procedures.
- Facilitate the development or review of Finance policies and procedures in line with legislative requirements.
- Assist with preparations and execution of internal and external Audits.
- Review financial data for accuracy, correctness and completeness.

4. Financial Reporting

- Review the Trade Payables reconciliation on a monthly basis.
- Fixed assets reconciliations.
- Prepare interim and Annual Financial statements.

To apply for the position, please forward the relevant Job Application Form which is available in our website or CV to hrrecruitment@namc.co.za closing date: **11 June 2024 @16H00**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.

People with disabilities, Indian, White or Coloureds are encouraged to apply. Short-listed candidates will be subjected to reference checks and qualification verification.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer “personal information” shall be defined as outlined in the POPIA.

Please visit www.namc.co.za, for further enquiries, send an email to hr@namc.co.za. The NAMC reserves the right to withdraw, amend or not fill the position.