

Job Title:	Management Accountant
Type of Position	Permanent
Reporting to	Chief Financial Officer
Based:	Pretoria
Reference No:	NAMC/2026/MA/020

QUALIFICATION AND EXPERIENCE:

A Bachelor's Degree in Financial Accounting or Related Financial Qualifications. Post -graduate Degree will serve as an advantage. 4 – 5 years' minimum management accountant experience, of which 3 years must preferably be in a public sector entity. Qualified Accountant (CIMA, ACCA, ACA or other recognized qualification). CA(SA) added advantage. 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.
- Knowledge of Sage Evolution and VIP Payroll, Caseware
- Generally Recognised Accounting Practice (GRAP). Asset Management principles and guidelines.
- Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures.
- Medium Term Strategic Framework (government priorities) and Estimates of National Expenditure (ENE).
- Framework for managing performance information.
- Excellent numeracy and analytical skills.
- Accountable and handle figures with integrity

KEY FOCUS AREA

1. Financial Management

- Prepare and submit quarterly reports to DALRRD and National Treasury.
- Produce detailed annual cash flow forecasts to form the basis for the working capital.
- Monitor expenditure trends and reports on variances on a monthly basis.
- Prepare monthly management expenditure reports
- Prepare cash flow projections linked to the annual budget.
- Manage the budget process for NAMC.
- Compile quarterly expenditure report for Management, Audit & Risk Committee and Council.
- Compile Treasury regulations and the PFMA checklist on a quarterly basis.
- Keep abreast of National Treasury, developments and other regulatory requirements.
- Review financial data for accuracy, correctness and completeness.
- Actively participate in the Extended Management Committee as required.
- Assist with the development and presentation of finance policies and procedures to the organisation.

2. Budgeting

- Discuss budget against actual expenditure with senior managers on a monthly basis.
- Prepare MTEF budget submission and submit to DALRRD and Treasury as per deadlines
- Provide advice and reports to management and staff in the development of budgets, budget methodology and management of budgets.
- Manage the assets of NAMC, this includes maintenance of fixed assets register, reconciliations and annual review of useful lives of assets, etc
- Prepare monthly reconciliation for various general ledger accounts, e.g., leave provision,
- prepayments, accruals, assets, etc

3. Reporting

- Provide advice and reports management and staff in the development of budgets, budget methodology and management of budgets.
- Manage the preparation of monthly management reports.
- Investigate anomalies and variances; provide ad hoc reports as required by management.
- Provide historical financial data and analysis as requested.

4. Compliance and Internal Controls

- Ensure compliance with all statutory requirements relating to financial control, financial management and accounting.
- 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.
- Assist with preparations and execution of internal and external Audits.
- Ensure quality of the work submitted is of a standard required within the division.
- Ensure that all audit queries are addressed in timely manner

Closing date: **28 August 2026**

Please visit www.namc.co.za. The NAMC reserves the right to withdraw, amend or not fill the position.