

Financial Accountant

REF: 01/PSETA

Salary: R 773 748,04 per annum plus benefits

Please Note: This is a fixed term position until 31 March 2030

The Public Service Sector Education and Training Authority needs to employ a suitably qualified Financial Accountant. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

To produce and implement action plans, coordinate assets, liabilities, budgets and cash-flow, in line with business and departmental objectives.

Duties and responsibilities:

- Provides input to the compilation of divisional budgets, controls expenses and ensures compliance with budgetary stipulations.
- Provides input to financial forecasts in line with planned activities.
- Reconciles and ensures that SDL data is imported into the MIS and imports SDL income into the accounting system and Track levies.
- Develops and maintains an updated assets register in collaboration with the Supply Chain division.
- Ensures activation, sufficient funding within and transfers across bank accounts.
- Ensures timely payment of creditors, discretionary grants and mandatory grants; as well as approval of creditor's recon.
- Maintains employers' database in MIS and discretionary grant register.
- Manages SARS adjustments and grants payable.
- Posting and allocation of all expenses into the correct account.

- Monthly reconciliation of balance sheet.
- Produces monthly management reports highlighting expenditure patterns.
- Produces quarterly and annual financial statements.
- Drafts, consults, updates and manages commitment register and captures expenditure on commitment register and DG expenditure on system.
- Conducts budget and mid-year review allocation drilldowns.
- Conducts GL breakdowns. Captures and loads GL allocation on finance system. Approves budget reallocations.
- Approves payment journals, addition of new suppliers (DG and others), and general journals on system and bank recons.
- Uploads new employers (SDL contributors), levy journals, prepares schedule to support download, and prepares levy recon on monthly basis.
- Submits EMP 201 monthly through e-Filing; approves EMP 201 journals - salary recons. Reviews all recons.
- Manages inter-SETA transfers and portal.
- Operates within controls and procedures in order to ensure the integrity of PSETA.
- Identifies and monitors risks within own department and area of responsibility.
- Assists in the maintenance of a risk register, report discrepancies or areas of concern to management.
- Ensures compliance with all relevant regulations and policy frameworks to prevent fruitless, wasteful and irregular expenditure.
- Provides support to the Internal Auditors and AG and responds to the findings as needed.
- Maintains effective working relationships with customers (both internal and external) towards rendering highest quality of services.
- Represents PSETA in meetings with relevant stakeholders.
- Identifies and solves problems creatively whilst demonstrating a high level of integrity in line with PSETA core values.

- Reports to Management on internal stakeholder related matters.
- Maintains relationships in accordance with policies, procedures and legal, as well as stakeholder management system requirements.
- Ensures that all employees have signed performance agreements.
- Monitors and measures performance quarterly by conducting employee appraisals.
- In collaboration with HR, identify staff performance objectives, potential areas of development and action plans where necessary.
- Ensures ongoing training and development of employees.
- Addresses employee relations matters fairly and promptly.

Requirements:

- Bachelor's degree in Finance or Financial Management or related fields (NQF 7).
- Bachelor's Hons degree in Finance or Financial Management or related fields (NQF 8) will serve as an advantage.
- 5 years relevant experience in Financial Accounting, Financial Management or similar of which: 3-5 years should be at supervisory level.
- Driver's License.

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation to the Human Resource Department via e-mail to pseta@miltonresourcing.co.za. Kindly also quote the reference number on the email subject line.

PLEASE NOTE:

Closing Date: 14 December 2023

Enquiries: Ms Phuti Phosa / Ms Matsatsi Mphahlele - **Call: 012 423 5700**

Designated groups are encouraged to apply (Youth, Women and People with disabilities)

PSETA is a listed public entity and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**