



MANAGEMENT ACCOUNTANT (THREE YEAR FIXED TERM CONTRACT)

REPORTING TO: CHIEF FINANCIAL OFFICER

BASED IN: CAPE TOWN

SALARY LEVEL: R811 560,00- R952 485,00 (TOTAL COST TO COMPANY PER ANNUM)

The Financial and Fiscal Commission (FFC/ Commission) is a constitutional institution mandated by the Constitution of the Republic of South Africa, 1996. The FFC makes recommendations and give advice to the three spheres of Government on financial and fiscal matters.

The Commission requires the services of a **MANAGEMENT ACCOUNTANT** for its Finance Division. The primary purpose of the job is to manage the Unit within the Finance Division, develop, review, and implement financial management systems and procedures on planning, budgeting, and reporting so as to ensure that the organisation fulfils its mandate as set out in chapter 13 of the Constitution of the Republic of South Africa, 1996 as amended.

MINIMUM REQUIREMENTS

- An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Financial Management or equivalent.
- 4 years relevant experience in management accounting at least 2 years supervisory/management level.

EXPERIENCE

- Intermediate to advanced computer literacy
- Exposure to relevant financial packages – Pastel, Accpac and so forth
- Experience in management of accounts staff – Creditors and Bookkeeping Control and Payroll Administration.
- Experience in planning and monitoring of management accountant systems.
- Knowledge of Public Administration
- Excellent interpersonal and problem resolving skills.
- Computer literate.

COMPETENCIES

- Analytical Skills
- Judgment
- Decisiveness
- Public Administration
- Financial Management
- Communication
- Computer Literacy (Outlook, Excel, Word and Power Point)
- High stress tolerance
- Work under pressure
- Ethics and Integrity

PERFORMANCE AREAS

- **Manage the financial planning, budgeting, and reporting subdivision**

- Monitor the policy and legislative framework to ensure that cognisance is taken of new developments.
- Develop, implement and review applicable Policies and Processes.
- Monitor cash flow and submit cash flow reports and plans as required.
- Monitor compliance to financial prescripts.
- **Undertake financial planning, budgeting, and reporting work as required**
- Planning – Ensure that information for planning purposes is collected and analysed thoroughly.
- Budgeting – Manage, review, analyse and quality assure the budget preparation process.
- Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes.
- **Monitoring and Reporting**
- Management of risk and audit queries.
- Provide information for audits within agreed time after receipt request.
- Provide financial management support.
- **Manage the roll-over, adjustment estimates, and virement process**
- Ensure that information on the requirement for roll-over requests are disseminated timeously to the responsible Executive Managers.
- Ensure that all roll-over requests are considered, proposal developed and submitted timeously to the CFO for consideration.
- Ensure that the approved roll-overs are incorporated in the adjustment's budgets.
- Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends.
- Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds.
- **Manage the unit financial planning, budgeting, and reporting.**
- Ensure the maintenance of financial discipline within the Unit.
- Develop and manage the operational plan of the Unit and report on progress as required.
- Develop, implement, and maintain processes to ensure proper control of work.
- Compile and submit all required administrative reports.
- Attend to the procurement and asset management.
- Quality control of work delivered by staff.
- Provide functional technical advice and guidance.

If you wish to apply, please e-mail recruitment1@kgabolize.co.za, att: Norma Maja. Applications must be accompanied by a curriculum vitae containing two contactable references, certified copies of qualifications not older than three months and certified copy of identity document. Please take note that qualifications and citizenship checks will be conducted on short-listed/ recommended candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback within 3 (three) months of the closing date, please regard your application as unsuccessful.

FFC aims to meet its equity objectives and is committed to the promotion of a representative workforce in terms of the relevant legislation. Preference will be given to previously disadvantaged males and females; and people living with disabilities to achieve the objectives of employment equity.

Closing date for application: 10 March 2025

No late applications will be accepted.