



VACANCY	Temporary Senior Accountant in the Office of the CFO - 3 Months Period
REPORTING TO	Chief Financial Officer
LOCATION	Johannesburg
ROLE PURPOSE :	<ul style="list-style-type: none"> <li>• To assist with co-ordinating the external &amp; internal audit activities</li> <li>• To assist with resolving the external &amp; internal audit findings</li> <li>• To assist with preparation of submissions for the Governance Committees</li> <li>• To ensure compliance with applicable legislation in the Finance &amp; Supply Chain divisions</li> <li>• To assist with standard month end; annual financial processes</li> <li>• Perform any other relevant duties as and when required.</li> </ul>

KEY PERFORMANCE AREA :

- Assist with coordinating and facilitating the external and internal audit process
- Follow up and resolve audit findings raised by internal and external audit
- Implement corrective measures and controls to prevent the reoccurrence of audit findings
- Be proactive in identifying non-compliance to key legislation and policies and internal processes in the portfolio of the CFO to prevent non-compliance and control weakness audit findings
- Investigate and validate all Irregular and Fruitless & Wasteful Expenditure identified and reported as required by the PFMA
- Verifying all financial records and financial transactions
- Ensure accuracy and effectiveness in all accounting tasks
- Support month end and year end close process
- Comply with Generally Recognized Accounting Principles (GRAP)
- Participate in review and updating of Finance and Supply Chain policies and procedures to maintain and strengthen internal controls
- Review and recommend modifications to accounting systems and procedures
- Assist the CFO with the annual budgeting process
- Assist the CFO with cost cutting initiatives
- Preparation of submissions to Governance Committees related to outcome of activities performed
- Perform ad hoc tasks as requested by the CFO
- Stakeholder Management
- Conflict Management
- Report and minute writing
- Document management
- Research

COMPETENCIES :

- Inherent leadership qualities
- Good report writing skills
- Communication and Influence
- Team collaboration
- Problem solving
- Planning and organising
- Relationship Building
- Information Seeking
- Strategic thinking
- Negotiation and Facilitation
- Attention to detail
- Time management
- Analytical Thinking

<p>QUALIFICATION AND EXPERIENCE</p>	<p>Bachelor's degree in accounting; finance, business or related field            Previous experience as an accountant ; junior accountant or accounting supervisor            Min 5 Years finance experience            Min 5 years audit experience            Public sector experience            Excellent knowledge of the PFMA; PPPFA and National Treasury Regulations            Knowledge of accounting and auditing principles and practices            Exceptional knowledge of finance; accounting; budgeting; cost control principles and Generally Recognized Accounting Principles (GRAP)            Excellent written and verbal communication skills            Proficiency with accounting software's            Computer literate on Microsoft packages (Excel, Word, PowerPoint and Outlook)</p>
<p>REMUNERATION</p>	<p>Negotiable</p>
<p>LANGUAGE</p>	<p>English - Fluent ( Speak , Read and Write)</p>
<p>CLOSING DATE</p>	<p>3 December 2018</p>
<p>CV TO BE SENT TO</p>	<p><a href="mailto:recruitment@nedlac.org.za">recruitment@nedlac.org.za</a></p>