



1. Position description and grading

Junior Accountant (Permanent)

2. Department and section

Finance

3. Job requirements:

3.1 Qualifications and experience

- B. Com Accounting.
- Hons/ CTA would be added advantage.
- CA (SA) would be added advantage would be an added advantage.
- At least 1-2 years' experience in Finance.
- Knowledge and experience of GRAP accounting would be an added advantage.
- Knowledge of and previous experience in public sector.
- Experience in preparing financial statements and management accounts is vital.
- Experience of procurement committees would be an added advantage. ➤
Experience of working in a high-pressure environment is vital.

4. Attributes

- Self-starter, Innovative, Problem solving skills.
- Ability to work independently and within a team.
- Excellent verbal and written communication skills.
- Accuracy, attention to detail

5. Performance Areas:

The responsibilities of the Junior Accountant include:

Reporting and General Ledger

- Assisting in the preparation of annual and interim financial statements.
- Assisting in the preparation of the quarterly/annual reports to the National Treasury.
- Preparing of project reports and financials when required.
- Monthly reconciliation of control accounts.
- Posting of monthly and correcting journals.

Fixed Assets

- Maintenance, insurance, record keeping and reconciling of the asset register.
- Assessing assets for possible impairment, disposing/scraping.
- Leading the asset count bi-annually with other support departments

Cash, debtors, creditors and bank

- Safe keeping, reconciliation and issuing petty cash to staff.
- Approving payments on the banking system.
- Prepayments schedule.
- Liaising with internal/external departments in relation to debtors, preparing and
- Issuing invoices to funders and the DMRE

Audit

- Responding to audit queries.
- Providing relevant and timely information to auditors.

Procurement and other.

- Participating on Procurement committees.
- Mentoring and supervision of administrator/s and intern/s where required.
- Performing any additional responsibilities as specified by the CFO/ Financial Manager.

The closing date for this position is: **10 February 2023**

Please email a detailed CV and cover letter to: **recruitment@sanedi.org.za**

Dr Titus Mathe

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Chief Executive Officer