



**sanedi**

South African National Energy  
Development Institute

ENERGY INNOVATION FOR LIFE

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**POSITION :** Project Accountant (3 Months Contract)

**DIVISION :** Finance

**LOCATION :** Sandton, Johannesburg

**Requirements:**

- B. Com Accounting, Hons/CTA is a must.
- CA (SA) would be added advantage.
- Completed Articles or 3 years work experience is a must.
- Knowledge and experience of GRAP accounting is vital.
- 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 in Case ware is a must.
- Experience of working in a high -pressure environment is a must.

**Performance Areas:**

**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.
- Monthly reconciliation of control accounts.
- Posting of monthly and correcting journals.
- Review of the general ledger.

**Project Management Reporting**

- Preparation of monthly projects management accounts.
- Preparing projects financial statements.
- Preparing project budget and forecasts.
- Point of contact and liaison with project managers for all reporting requirements.
- Monthly monitoring of project budgets.

### **Other Responsibilities**

- Preparation of quarterly reports to DMRE and National Treasury.
- Participating on Procurement committees.
- Performing any additional responsibilities as specified by the CFO/ FM.
- Responsible for debtors and invoicing of funders.
- Review and approve payments journals and creditors recons
- Providing support to HR for payroll management and payroll related matters.
- Assisting with AGSA and internal audit.
- Supervision of junior staff where required.

### **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.
- Excellent Excel, pivot, word, ERP systems, other Microsoft skills.

The closing date for this position is: **27 September 2021**

Please email a detailed CV to: **MatshedisoD@sanedi.org.za;**