



**sanedi**

South African National Energy  
Development Institute

ENERGY INNOVATION FOR LIFE

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## **Job Advertisement.**

**Position:** Junior Accountant (**Permanent**)

**Department:** Office of the CFO - Finance

**Period:** Permanent

**Location:** Sandton, SANEDI Offices.

### **1. Job requirements:**

#### **1.1 Qualifications:**

- B. Com Accounting.
- Hons/ CTA would be added advantage.
- CA (SA) would be added advantage.

#### **1.2 Experience**

- Completed Articles or 3 years work experience.
- Knowledge and experience of GRAP accounting is a must.
- 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.

### **2. 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

### **3. 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: 12 July 2021**

**Please email a detailed CV to: [Recruitment@sanedi.org.za](mailto:Recruitment@sanedi.org.za).**