Financial Management Specialist (WB07/2019)

Salary: R536 782.00 per annum (Total cost to company).

Centre: Pretoria

Requirements:

- An appropriate 3-year Bachelor’s degree/National Diploma in Financial Accounting/Cost and management Accounting or equivalent relevant qualification. Minimum of 3 years’ experience in Finance;
- Knowledge of Generally Recognize Accounting Practices (GRAP);
- Good organizational, communication, interpersonal and administrative skills;
- Experience in or an advanced knowledge of the provisions of the PFMA and Treasury Regulations and associated provisions, regulations and norms and standards;
- Ability to develop, interpret and apply policies, strategies and legislation;
- Good stakeholder coordination and engagement, Sound research, knowledge management, change management, problem solving and analysis, people management and empowerment as well as programme and project management skills.

Duties:

- Compilation of payee requisitions. Attend to enquiries received with regard to entities, processing of supplier payments, processing of information or update payee or supplier details on LOGIS and internal payment schedules;
• Assist in budget planning and monitoring. Ensure compliance control and manage bank account;
• Ensure timely compilation and submission of various financial reports. Compile working papers for the Annual Financial Statements;
• Ensure administration and maintenance of financial accounts, records and minutes of finance meetings;
• Ensure certification of compliance to the financial management performance indicators in accordance with the PFMA;
• Capture payments for service providers. Attend to audit requests, manage audit intervention and implementation of audit recommendations;
• Provide effective financial management reports. Manage organisational expenditure reporting and control of cash flow. Attend to other adhoc responsibilities as allocated by management.

Enquiries: Mr M Nemutshili, Tel: (012) 399 8834

For attention: Mr Given Nkosi / Mr Nhlanhla Chauke

Closing Date: 02 August 2019