



<b>Job Title:</b>	Accountant - Permanent
<b>Organisation:</b>	NEMISA
<b>Department:</b>	Finance
<b>Location:</b>	Parktown, Johannesburg
<b>Salary:</b>	Grade 9
<b>Upward Reporting Relationships:</b>	Manager: Financial Management
<b>Reference Number:</b>	NEM-01/09/2021

#### MAIN PURPOSE OF JOB

To ensure that all accounting and finance related transactions are accurately and timeously prepared and processed, to implement an integrated financial management and reporting system and guidelines for the Institute and to assist in reporting, financial management guidelines, financial planning, budgeting, and fixed assets management.

#### JOB OBJECTIVES

- Provide inputs to cash flow projections for the Institute
- Analyse business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses
- Develop, maintain, and analyse budgets, preparing periodic reports that compare budgeted costs to actual costs
- Monitor adherence to budget control measures and systems for the Institute
- Collect data necessary for the preparation of the Institute's income and expenditure statements
- Prepare, examine, and analyse accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545, Auckland Park, Johannesburg 2006, [www.nemisa.co.za](http://www.nemisa.co.za)

Non-Executive Directors: Ms Molebogeng Leshabane (Chairperson); Ms Tobeka Buswana; Mr Melvyn Lubega; Mr Lionel Adendorff; Ms Nomonde Hlatshaneni; Prof Christian Adendorff; Ms Bongekile Filana  
 Executive Directors: Mr William Trevor Rammitwa (CEO)  
 Company Secretary: Ms Fahmida Valla

Reg no. 98/14825/08

- Establish tables of accounts, and assign entries to proper accounts
- Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial challenges
- Assist in the appraisal and evaluation of property and equipment
- Ensure the closing and preparation of monthly financial statements
- Ensure the reconciliation and maintenance of balance sheet accounts
- Ensure that subsidiary ledgers, including but not limited to projects, fixed assets, cashbook and petty cash are maintained and fully reconciled on a regular basis
- Oversee the administration of payroll
- Prepare the Institute's general ledger reconciliation file and monthly management accounts
- Maintain the Institute's monthly reconciliation files
- Maintain financial and accounting reporting systems for the Institute
- Produce timeous and accurate monthly and annual financial reports
- Produce and present financial and project costing reports at the relevant meeting
- Ensure that all financial reports for the Institute are consolidated
- Follow up on updates of reports by the Institute's business units
- Prepare financial statements for submission to the Institute's EXCO
- Assist business to identify financial risks and develop controls
- Provide input into the Finance Risk Register
- Ensure adherence to Risk Management policies, procedures, processes and systems
- Assist in identifying, managing and reporting risk
- Monitor measures aimed at combating the abuse of the finance system, e.g. fraud, favouritism, corruption, unfair and irregular practices
- Ensure compliance with legislative requirements and risk management practices
- Assist in overseeing and providing input into the annual finance risk assessment and audit
- Respond to enquiries regarding areas of responsibility in a way that enhances and promotes the image of the Institute
- Advise management about issues such as resource utilisation, tax strategies, and the assumptions underlying budget forecasts
- Participate in internal and external stakeholder forums as directed
- Provide financial advocacy to all business units and CoLabs on guidelines of financial budgeting, spending and reporting
- Represent and participate in the Institute's committees and/or task teams
- Attend meetings and present findings and proposals to members and management
- Represent the Institute at external events when required
- Build inter-business unit relationships to support the execution of operations
- Prepare forms, manuals and guidelines for financial administration staff and provide guidance into their work activities

## Education: Formal Qualifications

*Education involves the acquisition of knowledge and skills through learning where the subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.*

### Level of Education:

#### Minimum:

- Matric/Grade 12 or equivalent
- An appropriate National Diploma in Financial Management or Accounting or equivalent qualification

#### Ideal:

- B.Com Financial Management or B.Com Accounting
- Registration with Professional Accounting Body
- Registered Chartered Accountant

## Job-related Work Experience

*Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.*

#### Minimum:

- 4-6+ years' experience in accounting
- 1-3 years' experience in financial reporting and accounting systems

#### Ideal:

- 7+ years' experience in accounting
- 4+ years' experience in financial reporting and accounting systems

## Job-related Knowledge and skills

*Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.*

- Public Finance Management Act (PFMA)
- Generally Accepted Accounting Practice (GAAP)
- Generally, Recognised Accounting Practice (GRAP)
- Treasury Regulations
- Knowledge of general financial management, budgeting and reporting processes within the Public Sector
- Advanced Excel and knowledge working on Financial Accounting systems such as Pastel
- Knowledge of financial risk assessment and mitigation
- Computer literate (MS Office)
- Good communication and presentation skills
- Negotiation skills
- Research and report writing skills

## Competency requirements

- Impact and influence
- Critical judgement
- Decisiveness
- Information gathering
- Initiative
- Emotional maturity
- Commercial Acumen
- Flexibility
- Communication (Written and Verbal)
- Results and quality focus
- Detailed focus

**Important note:**

- Please email through comprehensive CV and certified copies of Qualifications, and other supporting documents to: [accountant@nemisa.co.za](mailto:accountant@nemisa.co.za)
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **17 September 2021 (16:00pm)**.

*We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.*