

# V A C A N C Y

## Assistant Manager: Financial Reporting (Re-advertisement)

**Location:** Head Office, Pretoria (Ref: PPSA 02/09/2021)

**All-inclusive package:** R376, 596.00 - R443, 601.00 per annum plus benefits

### Requirements:

A three year tertiary qualification (NQF Level 6) in Accounting, Finance/Financial Management or Auditing • Minimum five (5) years relevant experience of which three (3) should have been in a supervisory role • A candidate must have public sector experience • Extensive applied knowledge of the PFMA, GRAP and modified cash accounting frameworks. SAP financial system experience will be an added advantage • A valid driver's license.

### skills:

Strong analytical and communications skills (both written and verbal) • Computer literate with advanced Excel skills and good interpersonal skills • Presentation skills, planning, organizing problem solving, diplomacy, ability to work under pressure to meet tight deadlines • Strong negotiation skills • Client orientation customer focus and results-driven • Ability to correspond with colleagues, internal and external customers • Reliable and hardworking • Accuracy • Ethical conduct • Attention to detail • Ability to maintain a high level of confidentiality • Professionalism.

### Competencies:

Reporting directly to the Manager: Financial Accounting • Actively participate in the development of Finance policies and procedure manuals • Compilation of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions • Implement efficient and effective systems of internal controls to improve the integrity of financial information • Provide technical accounting support to line function and finance officials • Assist in the monitoring of the audit action plan • Assist in the tracking of invoices to ensure that they are paid within 30 days of receipt • Assist with drafting responses to audit findings • Performing month-end procedures including clearing suspense accounts and financial information • Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence • Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines ( focusing on accrued expenses, immovable assets and commitments) • Effective management of the finance official(s) under candidate's supervision.

### Key responsibilities and duties:

Attend to all incoming complaints upon receipt (telephone and walk in) • Ensure accurate assessment, referral and escalation of complaints for investigation • Conduct preliminary investigation • Submission of consolidated assessment list of cases • Finalize assisted enquiries and draft closing letter/reports • Identify and draft submission for SAM matters • Presentation of new cases to the assessment committee • Provide feedback to complaints' enquiries • Deal with public officials in a professional and courteous manner • Assist with developing and updating of compliance database of reports issued by the Public Protector • Follow up with State Organs/Institutions on the implementation of remedial action(s) outlined in the reports issued by the Public Protector • Assist with compiling monthly reports on the implementation of remedial action(s)

**Enquiries: Ms P Moota, tel 012 366 7020**

**N: B. Candidates who previously applied for the position need not re-apply as their applications will still be considered.**

**Note:** All appointments will be done in terms of the Public Protector Act. The successful candidate will be expected to sign the secrecy declaration form and performance agreement within 2 months of accepting the position.

***A successful candidate will have to undergo security clearance, vetting and practical assessments may be conducted.***

The office reserves the right not to fill the vacancies. Correspondences will be limited to the short-listed candidates. Should you not be contacted in 2 months, please consider your application to be unsuccessful. Applications must be accompanied by a covering letter with a detailed CV with 3 references and certified copies of qualifications, driver's license and ID document.

The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representatively (race, gender and disability). Preference will be given to the candidates whose appointment or promotion meets the requirements for Employment Equity representivity in the Office and who resides in the Province the advertised position is in.

Please direct your application, stating the relevant reference number as follows:

For the attention of **Ms P Moota** by email to **Applications@pprotect.org**

**CLOSING DATE: 15 SEPTEMBER 2021, 16:30**