

# V A C A N C Y

## Assistant Manager: Management Accounting

Reference: PPSA 13/01/2022, Location: Head Office, Pretoria

Basic salary: R382, 245.00 per annum plus benefits

### Requirements:

A National Diploma/B Tech or a three-year B.Com degree or equivalent in Financial Management/Finance/Auditing/Cost and Management Accounting • A minimum of 5 years' experience in Management Accounting of which 2 years should have been in a supervisory/junior Management position • Knowledge of the PFMA, Treasury Regulations and other relevant legislative frameworks is essential • A valid driver's license • Good knowledge of GRAP and Management Accounting • Computer literacy (Microsoft Office Suite, SAP and VIP).. Extensive Knowledge MTEF and ENE processes.

### Knowledge and Skills:

Excellent interpersonal and communication (both written and oral) skills, demonstrating outstanding ability to correspond with colleagues, internal and external customers • Excellent presentation skills to audiences at all levels • Results-oriented, self-starter with strong interpersonal, organizational and priority management skills • Project management skills • Detailed oriented, able to track and organize information data • Communicates efficiently to ensure project issues are dealt with promptly and properly • Report writing skills • Advanced MS Excel skills • Strong relationship building skills • Deadline-driven and hardworking.

### Key responsibilities and duties:

Reporting to Manager: Management Accounting, the preferred candidate will be responsible for the following; • Assist with developing systems to assist PPSA to monitor and improve budget • Ensuring and monitoring compliance with procedures of all transactions that have financial implications across all business units within the Public Protector South Africa (PPSA) • Assist with the preparation of the budget for the organisation, MTEF, ENE and Adjustment budget • Liaise with Centre Managers and attend to queries relating to budget and expenditure matters • Monitor budget for all different projects administered by Provincial and Regional Offices • Facilitate the control and monitoring S&T claims by verifying and signing for correctness of calculations and tariffs • Capture detail budget in line item on SAP system • Confirm availability of funds on all requisitions received from all units in head office and provinces • Provide assistance to Managers on budget projections • Perform in year analysis and advice on expenditure trends and financial situations to different PPSA branches • Assist in allocation of annual budget to Divisions and Provinces • Ensure that expenditure incurred is in terms of the budget • Assists in preparation of financial reports, including the annual financial statements, for use by both internal as well as external stakeholders (and to co-ordinate and facilitate the completion of reports where required).

**Enquiries: Ms L Motlhabi, tel (012) 366 7103**

**Note:** All appointments will be done in terms of the Public Protector Act and a 12 month probation period which may be extended to 18 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and a 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 Public Protector South Africa reserves the right not to fill the vacancies.***

The office reserves the right not to fill the vacancies. Correspondences will be limited to the short-listed candidates. Should you not be contacted within 3 months, please consider your application to be unsuccessful.

Applications must be accompanied by a covering letter with a detailed CV and 3 references and including certified copies of qualifications and ID document. The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (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

***People with Disabilities, Colored, Indians and Females will be given preference.***

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

For the attention of Ms L Motlhabi by email to [Applications@pprotect.org](mailto:Applications@pprotect.org)

**Please quote the reference number and position applying for on the email subject line.**

**CLOSING DATE: 21 JANUARY 2022, 16:30**



0800 11 20 40 / 012 366 7000



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