

# V A C A N C Y

## Practitioner: Financial Accounting

Reference: **PPSA 11/06/2021**

Location: **Head Office, Pretoria**

Remuneration: **R257, 508.00 per annum plus benefits**

### Requirements:

A three (3) year tertiary qualification in Finance/Accounting/ or equivalent in financial related field • Minimum of three (3) years functional experience in Financial Management Services • Computer literacy • Knowledge of PFMA and Treasury Regulations • SAP financial system experience will be an added advantage • Fluency in English and other official language relevant to the Province/Region.

### Skills and Competencies:

Analytical and communications skills (both written and verbal) • Computer literate with above average Excel skills • Ability to work under pressure to meet tight deadlines • 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.

### Key responsibilities and duties:

Administer petty cash and reconcile bank accounts • Recording supplier data (invoices, amounts, date, bank details, etc) timely and accurately • Prepare and manage electronic payments and filing of these payments (e.g.: Supplier and Third Party payments) • Capture all transactions onto the accounting system • Prepare monthly creditor's reconciliation and 30 days payment report • Ensure the purchase orders and requisition forms are approved and amounts agree to invoice before payment is processed • Preparation of subsistence and travelling claims, check for the overall correctness, which include inter-alia Calculations, allowances, expenditure that may be claimed and which may not be claimed as well as supportive documentation • Allocate expenditure to budget codes • Create new creditor accounts and capture banking details • Print remittance advice and send to supplier upon payment of the invoice. • Preparation of advance payments for overseas trips • Process all month end closure activities in relation to the payments and finance unit.

**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 candidate will be expected to sign the secrecy declaration form and a performance agreement within 2 months of accepting the position.

**All successful candidates will have to undergo security clearance and vetting.**

The Public Protector South Africa reserves the right not to fill the vacancies. Applications must be accompanied by a covering letter with a detailed CV, 3 contactable references, recently certified (within 6 months) copies of qualifications (matric certificates, certificates of qualifications), a valid Driver's License(where required) and ID document.

Applications not complying with the above will be disqualified. Correspondences will be limited to the short-listed candidates. Should you not be contacted within 2 months, please consider your application to be unsuccessful.

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 Institution.

**People with Disabilities 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**

**CLOSING DATE: 09 JULY 2021, 16:30**

