

# VACANCY

## Manager: Management Accounting

**Location:** Head Office, Pretoria (Ref: PPSA 01/11/2021)

**Remuneration:** R733, 257.00 all-inclusive package per annum

### 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 3 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). Payroll experience over and above Management Accounting will serve as an added advantage.

### Competencies, skills and knowledge:

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 the Senior Manager: Financial Management, the preferred candidate will be responsible for the following;

- Develop systems to assist PPSA to monitor and improve budget • Ensuring and monitoring compliance with all internal policies and procedures of all transactions that have financial implications across all business units within the Public Protector South Africa (PPSA) • Development and implementation of relevant policies • Prepare budget for the organisation, MTEF, ENE and Adjustment budget • Analysis of expenditure and budget templates and providing guidance to the different cost-centres • Facilitating pro-active expenditure monitoring by providing regular informative budget variance reports to all cost-centres • Facilitate the control and monitoring of payroll including payment of salaries, S&T claims, third party payments (e.g. GEMS, GEPF, SARS, and garnishee orders) and preparation of payroll reconciliation • Ensure that payroll payments are posted to the general ledger and that control accounts are cleared • 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) • Manage, supervise and guide subordinates.

**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.

**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.

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

For the attention of **Ms L Motlhabi** by email to **Applications@pprotect.org**

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

**CLOSING DATE: 19 NOVEMBER 2021, 16:30**