

V A C A N C Y

Assistant Manager : Financial Reporting

Location: **Head Office, Pretoria**

Reference: **Ref: 06/06/2021**

Basic salary: **R376, 596.00 per annum plus benefits**

Requirements :

A three year tertiary qualification (NQF Level 6) in Accounting, Financial Management, Auditing or equivalent qualification • 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 and Competencies :

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.

Key responsibilities and duties :

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.

Enquiries :

Ms. P Moota , tel. **(012) 366 7020**

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 competency assessments may be conducted.

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.

Late applications will not be considered.

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: **18 June 2021 at 16:30**



012 366 7000
0800 11 20 40



Registration2@pprotect.org



www.pprotect.org



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