

Job Specification

Job Title	Financial Accountant (General Ledger)
Category	3 Year Contract Position
Division	Finance
Reporting To	Senior Manager: Finance
Job Level	Paterson Grade D1
Job Purpose Statement	To be responsible for monitoring and administering the month-end and year-end general ledger closure, statutory accounting and reporting, account reconciliations and manual journal entries for DTPC and its subsidiaries and associates.
Key Performance Areas	<p>Provide an effective Monthly Financial accounting function to the organisation and its subsidiaries and associates</p> <ul style="list-style-type: none"> ● Recommend updates to policies and ensure implementation of policies and procedures ● Ensure that all supplier invoices received are processed timeously ● Review the accuracy of all invoices captured for posting in the accounting system ● Ensure that transactions are properly classified ● Prepare relevant journal entries by applying the accounting standards in terms of GRAP ● Prepare analysis for month-end, quarter-end estimations for certain accounts requiring adjustments or provisions ● Perform the general ledger accounts reconciliation and related journal entries ● Review monthly general ledger account reconciliations prepared by the other accountants ● Prepare working papers for complex transactions/first time implementation of an accounting principle/statement or element of GRAP ● Populate financial month-end trial balance, income statement and referenced balance sheet ● Conduct detailed income statement reviews ● Identify anomalies within the income statement and all general ledger accounts and prepare corrective journals ● Preparation of quarterly financials as required ● Review the monthly VAT reconciliations, schedules for accuracy and completeness and ensure that VAT returns are filed timely ● Liaise and respond to all VAT queries received from SARS ● Liaise and respond to all communication from

both internal and external auditors

- Responsible for the preparation and compilation of the GRAP compliant individual and consolidated annual and interim financial statements for DTPC which entails the following:
 - Preparation of the year-end audit plan;
 - Investigating and making recommendations for the accounting treatment of all complex transactions;
 - Assess all new and revised GRAP standards applicable to DTPC and research/review research to test applicability from effective date;
 - Preparation of year end journal entries including consolidation entries;
 - Preparation of the individual and consolidated AFS, supporting schedules and reconciliations on Case Ware;
 - Liaising with internal and external auditors; and
 - Preparation, compilation and submission of the year-end audit working paper file.
- Adhering to the pressurised deadlines to ensure that AFS are accurate and complete for submission for the internal and external review process
- Responsible for the submission of the annual individual and consolidated AFS to the Auditor General by no later than 31 May
- Resolving all audit queries and responding to auditors findings in the management report before the audit opinion is issued
- Ensuring that all financial statement information in the annual report is accurate and complete:
 - Prepare annual financial statements using the Provincial Treasury template;
 - Ensure that legislation, regulations, standards, policies and procedures are complied with; and
 - Keep abreast of the GRAP standards

Effective bank and cash management

- Review of batches for payment
- Maintain investment and escrow accounts and review accurate investment account recons
- Manage and monitor the growth on investments
- Advise management on selection strategies in the short and long term investments
- Ensure that payments are processed timeously in the

**Qualifications,
Knowledge,
Skills and
Competencies
Required**

**Employment
Equity**

	<ul style="list-style-type: none"> banking systems ● Ensure that the beneficiary database is maintained and up to date ● Ensure the banking system database is maintained properly ● Reviewing reimbursement claims ● Maintain the Petty cash float ● Developing and maintaining procedures and controls ● Ensure that petty cash is properly managed and that petty cash procedures are developed and up to date
<p>Manage employees to ensure high performance and internal service delivery</p>	<ul style="list-style-type: none"> ● Effectively manage the activities and performance of the bank and cash clerk on a day to day basis according to the policies and procedures of the organisation ● Address employee issues and concerns ● Ensure continuous development of employee through on the job training and formal skills ● Manage day to day operational issues such as attendance, leave etc. Manage the issuing, recording, reconciliation, replenishment, safeguarding, and accounting of petty cash
	<ul style="list-style-type: none"> ● Degree in Financial Management, Accounting, or similar ● A Post Graduate qualification will be an advantage ● Completion of Articles with a registered Accounting and Auditing firm ● Knowledge of PFMA and Treasury Regulations will be an advantage ● Minimum of 5 years' experience in a financial accounting environment ● Experience in managing staff ● Extensive experience in using financial accounting systems, preferably Sage Evolution Accounting system ● Knowledge of financial statements, accruals, provisions, reconciliations, adjustments, processing journals, month end processes and financial reporting ● Experience in preparing Annual Financial Statements ● High level of computer literacy in MS Office, specifically with Advanced Excel skills ● Effective verbal and written communication skills ● High level of analytical ability and attention to detail to ensure accuracy ● Highly developed, demonstrated teamwork skills ● Excellent Planning and Organising Skills ● Ability to work under pressure and meet deadlines ● Service excellence ● Unquestionable integrity
	<p>Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.</p>

Recruitment and Selection Process

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1st Round Panel Interview;
- Psychometric Assessment/s;
- Verification Checks;
- 2nd Round Panel Interview, if required.

Verification Checks

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen; and
- Positive verification of current remuneration package.

Remuneration and Benefits

R495,430 – R743,204 Annual Package on a total cost to company basis.

Cellphone allowance of R800 per month.

Non-guaranteed performance bonus.

22 Working days leave per annum.

Application Forwarding Details

HR@dubetradeport.co.za