



FINANCIAL ACCOUNTANT FINANCIAL MANAGEMENT BUSINESS UNIT

An exciting and challenging opportunity for an aspiring Financial Accountant with outstanding academic achievements exist within the Financial Management Business Unit at the South African Tourism's Head office in Sandton.

PURPOSE OF THE JOB

Planning, monitoring and reporting on financial activities of the organisation to support informed decision making by staff and management.

KEY OUTPUTS

1. Recording and reporting (Risk Management)

- Ensuring that transactions are correctly allocated in the General Ledger.
- Ensure accuracy of work performed by Accounts Payable and Accounts Receivable Officers.
- Ensure accuracy of payments prepared by Accounts Payable officers.
- Ensure accuracy of debtor's transactions processed by Accounts Receivable officers.
- Preparation of journals.

2. Month-end processes

- Preparation of all Balance Sheet reconciliations for Head Office (excluding PPE, Bank and Intangible assets). Investigate and resolve all reconciling items.
- Preparation of journals.
- Reporting on a monthly basis on all reconciling items per Balance sheet accounts.
- Ensure all exceptions are cleared and correctly accounted for.

3. Year-end processes

- Capturing of year-end transactions including AP Accruals and Provisions.
- Reporting on accounts receivable balances as at 31 March including aging thereof.
- Calculate and process provision for bad debts as at 31 March.
- Recommend possible write-off of doubtful debts to Financial Administration Manager.
- Reporting on accounts payable balances as at 31 March.
- Calculate and process provision for bad debts as at 31 March.



4. Stakeholder engagement and Communication

- Supporting internal and external audit.
- Monitor AP and AR offices adherence to SA Tourism business processes and procedures.
- Manage relationship with clients and supplier in area of responsibility

5. Risk Management

- Ensure all policies and procedures of SA Tourism are adhered to.
- Ensure all legislative requirements are adhered to before signing off on payments.
- Follow-up with AR and AP officers on any outstanding integration queries (between QIT and ERP system.)

QUALIFICATIONS AND EXPERIENCE

- BCom Accounting Degree.
- Minimum of 4 years' experience in a financial accounting environment is essential.
- Strong proficiency in Microsoft excel is essential.
- Excellent numeracy and analytical skills.
- Accountable and handle figures with integrity.

KNOWLEDGE AND UNDERSTANDING OF:

- Relevant legislation and regulatory requirements including PFMA, SARB and Treasury Regulations.
- Public entity budgeting and reporting process.
- ERP Financial system: ORACLE
- National Treasury templates.

Visit us @ www.southafrica.net

Detailed CV to be sent to : Finance@southafrica.net

Closing date : 08 February 2019

CANDIDATES WHO DO NOT MEET MINIMUM QUALIFICATIONS & EXPERIENCE REQUIREMENTS WILL NOT BE CONSIDERED

Should you have not heard from us within two weeks after the closing date, kindly consider your application unsuccessful.

NO LATE APPLICATIONS WILL BE ACCEPTED.