



SOUTH AFRICAN TOURISM

MANAGEMENT ACCOUNTANT

The following vacancy exists for a Management Accountant in the Finance Business Unit, reporting to the Financial Reporting & Budgeting Manager at Head Office in Sandton. If you possess the required skills and experience, we invite you to apply.

PURPOSE OF THE JOB

Responsible for across organisation management accountancy function co-ordination. Planning, monitoring and reporting on financial activities of the organisation to support informed decision making by staff and management

KEY OUTPUTS

Recording and Reporting

- Ensure the timely submission of monthly management accounts, working with specific units to assist them to meet SA Tourism deadlines.
- Produce a monthly set of management accounts as required including variance analysis.
- Oversee and advise on profiling and forecasting.
- Provide variance analysis and suggesting remedial action.
- Produce financial and other data for the Management Information Packs.
- Provide input for preparation Annual Financial Statements: Segment reporting section.
- Preparation of APP, Quarterly Treasury reporting and other treasury reports.
Preparation of 4-year MTEF input.

Risk Management

- Initiate and maintain account setup on Oracle
- Assist with audit queries related to budgets.



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Month-end processes

- Close and open accounting periods on a monthly basis, including year-end, after performing necessary period end procedures
- Ensure that transactions that are swept to next periods are distributed to correct users and addressed
- Make sure that all balance sheet accounts are revalued at month end rates before closing periods.
- Provide management with reports on monthly travel costs per project and business unit
- Provide Requisitioners with list of POs not received before closing Oracle so they can receive and recognise valid expenses in the GL
- Ensure that provisions are re-valued and adjusted to fair value half yearly
- Daily and period end exchange rates loaded in Oracle.
- Review and post journals daily.

Planning and Budgets

- Ensure proper lay down of budget exist (format plus processes).
- Assist with annual business planning process by advising users on budget section of process, providing templates for processing budgets and approval thereof in writing
- Consolidate budget section of business plans for the organisation to the included in Annual Strategic Plan
- Update 5-year strategic plan in line with MTEF
- Load budgets that are 100% in balance in the finance system before 01 April of every financial year
- Run Monthly Management Reports and submit to users by required deadlines (Total budget vs. Actuals for organisation, per business units (including country offices), sub-business units and projects.
- Receive motivations for material deviations on budgets vs actuals & record it in the quarterly report
- Ensure transactions are allocated to correct accounts and discuss any deviations with management
- Ensure approved budget re-allocations are processed in the finance system immediately after approval per DOA.
- Provide a list of budgets to be revised every six months in line with budget rules.
- Ensure approval of budget re-allocation in line with DOA.
- Assist users with budget and actual cost queries.



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Stakeholder engagement and Communication

- Liaising with internal and external stakeholders on budget related matters including Treasury and NDT.
- Educate SA Tourism business units on budget related processes in order to enforce and facilitate adherence to procedures.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Accounting or equivalent.
- Minimum of 4 years' experience in management 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 and;
- Treasury Regulations.
- ERP Financial system: ORACLE

Visit us @ www.southafrica.net

Please send your detailed CV to : finance@southafrica.net

Closing date : **20 January 2023**

No late applications will be accepted.

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