



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 the organisation's management accountancy function coordination. Planning, monitoring, and reporting on financial activities of the organisation to support informed decision-making by staff and management

KEY OUTPUTS

Budget Preparation and Monitoring

- Support the Manager: Budget and Reporting to develop business unit budgets, annual budgets, and long-term financial plans based on the organizational goals and objectives.
- Conduct regular forecasting to update budget projections based on actual performance and expected developments within the sector
- Monitor budgetary performance regularly, comparing actual results against budgeted figures.
- Investigate variances, identify the causes, and work with business units to implement corrective actions where necessary.
- Provide financial management support to the users in respect of planning, budgeting, reporting, relevant legislation, policies, processes, and the implementation thereof.
- Maintain the integrity of the financial systems at all times.
- Consolidate budget section of business plans for the organisation to be 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
- 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

Recording and Reporting

- Prepare monthly and quarterly management reports as required and make recommendations to address significant variances.
- Provide financial information for the Management Information Packs.
- Compile reports required for In-Year and Year-End reporting (Estimates of National Expenditure, Medium Term Expenditure Framework, National Treasury Financial Statements Template)
- Preparation of all reports for stakeholders (National Treasury, Department of Tourism, South African Reserve Bank etc.)



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- Assist with the preparation of the Annual Financial Statements and supporting working papers in line with Generally Recognised Accounting Practice standards (GRAP).

Month-end processes

- Ensure monthly deadlines are met at all times.
- Prepare and perform month-end and year-end opening and closing procedures in the financial system.
- Ensure that transactions identified as exceptions are distributed to the correct users and addressed.
- Run a monthly salaries journal and post it for allocation to the right cost centres.
- Prepare Balance Sheet and Payroll accounts reconciliation and address reconciling items on a monthly basis.
- Make sure that all balance sheet accounts are revalued at month-end rates before closing periods.
- Provide Requisitioners with list of POs not received before closing Oracle so they can receive and recognise valid expenses in the GL.
- Review and post journals daily.

Risk Management

- Maintain financial systems in order to provide appropriate levels of security and controls.
- Ensure compliance with SAT policies and procedures.
- Assist with audit queries and follow up on audit findings and corrective measures in areas of responsibility.

Compliance and Monitoring

- Monitor adherence to budgetary guidelines and policies.
- Identify areas of concern or potential cost savings and report to management
- Support audits and compliance reviews related to the budgeting and reporting processes.



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QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Accounting or equivalent.
- BCom Financial Accounting Honours Degree or equivalent (added advantage)
- Minimum of 4 years' experience in a financial/management accounting environment is essential
- Strong proficiency in Microsoft Excel is essential.
- Excellent numeracy and analytical skills.
- Accountable and handle figures with integrity.

Professional Certification and Membership

- Professional certification as a Chartered Accountant with the South African Institute of Chartered Accountants (SAICA) or Chartered Institute of Management Accountants (CIMA) will be an added advantage.

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 : **10 October 2025**

No late applications will be accepted.

People with disabilities are encouraged to apply. Due to the large amount of correspondence we envisage receiving, only shortlisted candidates will be contacted. Should you have not heard from us Four weeks after the closing date, kindly consider your application unsuccessful.