

## JOB DESCRIPTION

FINANCIAL ACCOUNTANT (FIXED TERM CONTRACT)

<b>SECTION A: JOB INFORMATION SUMMARY</b>	
<b>JOB TITLE:</b>	FINANCIAL ACCOUNTANT
<b>JOB LEVEL:</b>	MIDDLE MANAGEMENT
<b>REPORTS TO:</b>	TRUST MANAGER
<b>FUNCTION</b>	ACCOUNTING, MONTHLY MANAGEMENT ACCOUNTS, OUTSOURCED PAYROLL, LIASON WITH AUDITORS AND FINANCIAL SERVICE PROVIDERS
<b>REMUNERATION (CTC per annum):</b>	R400,000 to R600,000
<b>DEPARTMENT:</b>	FINANCE DEPARTMENT
<b>LOCATION:</b>	HEAD OFFICE, PARKTOWN
<b>KEY JOB PURPOSE:</b> Accounting to Balance Sheet. Reconciling of all Balance Sheet Accounts. Producing monthly management accounts for submission to the Trust and trustees. Loading of payments to beneficiaries and suppliers. The role attends to the day-to-day accounting work of the Trust. The Financial accountant will be based at the Q(H)UBEKA TRUST Head Office in Johannesburg. .	

## SECTION B: MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIRED

### QUALIFICATIONS:

- Matric Certificate. Post matric accounting qualifications.
- Completed Articles (training contract) as an Accountant.

### EXPERIENCE:

- at least 10 years' experience in an as an accountant.
- Experience in preparation and finalization of management accounts.
- Experience in budget preparation and reporting.

## SECTION C: KNOWLEDGE, COMPETENCIES AND SKILLS REQUIR

- Accounting, Exel, Pastel, and Payroll.

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#### COMPETENCIES AND SKILLS:

- Highly numerate and able to analyse and interpret financial data to produce reports that can be understood by non-financial colleagues.
- Good communication skills both verbal and written.
- Computer literacy in MS Office programmes such as Excel, PowerPoint, Word, email.

#### LANGUAGE PROFICIENCY

- Sesotho non-negotiable – why is this non-negotiable? If a BEE complaint candidate is sort then the Board should rather adopt an appropriate policy.
- English – non-negotiable as the working language.
- isiXhosa advantages – why is this non-negotiable? If a BEE complaint candidate is sort then the Board should rather adopt an appropriate policy. Previously this language was non-negotiable.

#### SECTION D: DETAILED JOB OUTLINE – ROLES AND RESPONSIBILITIES

MAIN OBJECTIVES AND KEY PERFORMANCE AREAS	OUTCOMES AND SUCCESS INDICATORS
1. Ensure the Effective Financial Accounting of the Trust.	<ul style="list-style-type: none"><li>• Properly apply financial processes and controls.</li><li>• Ensure compliance with approved financial and procurement policies.</li><li>• Maintain day-to-day financial control of procurement of goods and services.</li><li>• Ensure expenditure is within budget.</li><li>• Ensure that pre-approval is obtained from Trust Manager for expenditure.</li><li>• Ensure beneficiaries are paid effectively in accordance with the Trust Deed categories. What does this mean? Does this go to the payment process and release of funds, ie. the Trust Manager will have checked that all criteria have been met, the documentation is correct and the award has been calculated properly, and the finance releases it. The finance person will likely not be involved in the claims process so caution must be exercised when delegating responsibility where claims are concerned.</li><li>• Advice regional offices on proper allocation of limited financial resources. Petty cash? Of will regional offices have a bank account?</li><li>• Ensure all balance sheet reconciliations are produced accurately and timely to</li></ul>

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	include bank reconciliations, debtors, creditors and investments.
<p>2. Ensure Effective Financial Planning, Financial Accounting, Controls and Reporting</p>	<ul style="list-style-type: none"> <li>• Coordinate financial planning with all regional offices.</li> <li>• Reconciliation of accounts to ensure effectiveness of control processes.</li> <li>• Review actual results versus monthly budget &amp; propose corrections for the variance to ensure achievement of Trust objectives.</li> <li>• Perform accounting functions, including but not limited to accounts payable, receivables, assets, ensuring that invoices are paid timeously paying beneficiaries correctly and efficiently.</li> <li>• Review financial information provided by regions for correctness, completeness, accuracy and reliability.</li> <li>• Compiling monthly management reports, detailed quarterly cash-flow forecasts and reports detailing actual expenditure versus forecasts, manage outsourced payroll service.</li> </ul>
<p>3. Contribute and assist with internal and external audit processes</p>	<ul style="list-style-type: none"> <li>• Prepare and complete audit of records in preparation of external audit.</li> </ul>
<p>4. Play a role in dealing with internal and external audit queries and findings by auditors during ad hoc and routine audit processes</p>	<ul style="list-style-type: none"> <li>• Implement recommendations in the internal and external audit reports as authorised by the Board and Trust Manager.</li> <li>• Reduce financial, operational and non-compliance risks emanating from audit.</li> </ul>
<p>5. Coordinate the year-end process from planning, preparation of AFS, reporting to Trust Manager and Board of Trustees on the progress of the year-end process</p>	<ul style="list-style-type: none"> <li>• Arrange a meeting with external auditors to start the YE planning process, agree an audit schedule and required documents.</li> <li>• Submit timeously all documents and files requested by auditors</li> <li>• Advise on and coordinate all YE activities with all those involved in YE and serve as chief communicator to all staff on YE related matters</li> <li>• Ensure all activities are performed in accordance with time frames set out in YE schedule and report all issue to Trust Manager timeously.</li> <li>• Play supportive role to Trust Manager when AFS, and annual reports are tabled at a Board of Trustees Meeting.</li> </ul>

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#### **DUTIES AND ACTIVITIES:**

1. Perform the activities of the financial division of the Trust.
2. Conduct Financial Review Meetings to Plan for administrative costs and operational expenses funding requirements.
3. Draft management accounts for the Trust on a monthly basis.
4. Assist Trust Manager to prepare the annual budgets for both Trusts.
5. Maintain and monitor relationships with service providers.
6. Partly release payments for operational expenses as per payment protocol.
7. Liaise with investment fund managers relating to monthly investment fund reporting.
8. Liaise with the investment fund managers regarding funding needed to cover operational expenses and payments to claimants.
9. Manage and oversee the Trust fixed deposit investment accounts.
10. Manage and oversee the administration of the payroll.
11. Liaise with the salary administrators regarding payment of salaries, medical aid, PAYE/UIF/SDL and workmen's compensation.
12. Plan the annual financial audits for the Trust in conjunction with the Trust Manager, liaise with the appointed auditors in preparation for and manage the audits.
13. Monitor staff leave and maintain all staff's leave schedules as well as correspondence regarding leave.
14. Maintain an asset register and oversee the equipment audits for the Trust offices.
15. Liaise with the insurance brokers and manages the equipment insurance cover as well as any other insurances required by the Trust.
16. Partly approve beneficiaries and partly release payments on the Online Banking system.
17. Monitor annual increases on office rental agreement with landlord.
18. Scrutinize invoices and statements before payment.
19. Perform supplier reconciliations.
20. Reconcile petty cash floats and refunds for Trust.
21. Capture all transactions on the accounting programme
22. Liaise with various service providers regarding invoice queries.
23. Ensure correct filing of all invoices and payment documentation.
24. Assist with the purchasing of office supplies when necessary.
25. Ensure that all transactions have been captured within set target dates for financial reporting purposes.

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#### **SECTION E: BEHAVIOURS AND ATTRIBUTES**

- Attention to detail
- Accountability and ethical conduct
- Professionalism
- Diligent and hard working
- Honesty, Integrity and commitment
- Work independently
- Manage work pressure well
- Quality orientation
- Service delivery orientation
- Proactive and Innovative
- Good judgement
- Team worker
- Assertive and decisive
- Responsiveness
- Respect and emotional intelligence
- Good interpersonal relations

#### **INTERNAL RELATIONSHIPS (to QHUBEKA TRUST):**

- Trust Manager; and Co-Employees
- The Board

#### **EXTERNAL RELATIONSHIPS:**

- Service Providers
- Statutory Bodies
- Claimants