

DITSONG: Museums of South Africa (DMSA) is a Schedule 3A public entity reporting to the Department of Arts and Culture. DMSA is seeking to appoint a suitably qualified individual on a permanent employment contract for this position based at Head Office in Pretoria.

INTERNAL/EXTERNAL ADVERTISEMENT

ACCOUNTANT SPECIALIST REF DMSA06/2019

REMUNERATION PACKAGE – R563 124.34

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

A Bachelor's Degree or equivalent qualification in Commerce/Accounting/Finance at NQF level 7. CTA or Post Graduate Diploma in Accounting is preferred. A minimum of 5 years' experience in Financial Accounting field. Minimum of 3 years' experience in middle management. Extensive experience in Financial Reporting particularly general ledger reconciliations. Extensive knowledge and application of government finance legislation, policies and procedures (PFMA, Treasury Regulations, GRAP)

CRITICAL SKILLS / COMPETENCIES NEEDED

Leadership, team management, problem solving and decision making skills, interpretation of legislation, policy analysis and development, proven negotiation, interpersonal and verbal and written communication skills, excellent report writing, change management, project and financial management facilitation, time management, customer relations management, presentation skills, computer literate (solid experience in the Microsoft Office Suite Innovation, Caseware, ACCPAC)

KEY PERFORMANCE AREAS *inter alia*, include:

- **General Ledger:** Collect data necessary for the preparation of the organization income and expenditure statements; Prepare the organization general ledger reconciliation file; Develop and maintain the organization general ledger; Review the trial balance; Maintain the organization group of monthly reconciliation files; Ensure correct allocation of transactions on the general ledger; Clear all suspense accounts on the general ledger; Process general ledger journals
- **Financial Management:** Enable financial performance against targets by identifying deviations and recommending corrective action or providing justification; Expenditure review report produced monthly; Monthly financial report; Ensure completeness of documentation to

comply with financial requirements; Prepare financial statements in line with approved financial reporting standards, prepare audit file to support the annual financial statements.

- **Cash Management and Banking Services:** Review all DMSA bank balances; Submission of application for retention of surplus cash to National Treasury; Submissions of applications for new bank accounts or changes to bank accounts profiles.
- **Credit Management:** Ensure creditors invoices are settled within prescribed periods; Review Creditors Ledger for correctness; Submit the accounts payable ageing list reports, including the 30 days Invoice payments report to the Chief Financial Officer; Ensure that all transactions are approved within the agreed turnaround time
- **Strategic Input:** Ensure policies and procedures are up to date and implemented; Submit the draft operational plans to the CFO for approval; Prepare quarterly performance against annual performance plan; Draft an action plan to address all audit findings; Monitor implementation of audit action plan
- **Financial Risk Management:** Assist business to identify financial risks, develop controls and oversee implementation and monitoring thereof; Ensures adherence to Risk management policies, procedures, processes and systems.
- **Data verification:** Ensure all suppliers invoices are appropriately authorized for payment, and captured weekly; Prepares supplier payments in accordance to instructions form; Verify all financial transactions captured; Verify and process the processing of electronic banking transactions; Verify information collected from budget holders; Verify the comparison of expenditure against budget; Verify the identification of variances

Via Post: Ditsong Museums of South Africa
P.O. Box 4197 Pretoria 0001
Re: **Accountant Specialist**

Hand delivered to: Ga-Mohle Building, 70 WF Nkomo Street Pretoria
Attention: Ms Nancy Monnakgotla

Emailed: accountantspecialist@ditsong.org.za

Closing date and time: 18 October 2019 16h00

Shortlisted candidates shall undergo competency assessments and personnel suitability check such as criminal record, credit record checks, citizenship, qualification verification and employment record check. Application with foreign qualifications will not be considered without SAQA evaluation certificate.

This is an Employment Equity appointment.

Enquiries: Ms M Gumbi at 012 492 5744

DMSA reserves the right not to make an appointment. If you do not receive any response within a month of the closing date, please accept that your application has been unsuccessful.

Regret correspondence will only be sent to interviewed candidates.