



**CAREER OPPORTUNITIES: INTERNAL/EXTERNAL ADVERTISEMENT – COLLEGE COUNCIL APPOINTMENT**

*The Central Johannesburg TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the following position on a Fixed-Term Contract for a period of twelve (12) months:*

<b>Post Description</b>	<b>State Accountant: Management Accounting</b>
<b>Salary Level</b>	<b>Salary Level 7</b>
<b>Salary Notch</b>	<b>R294,321 per annum plus benefits</b>
<b>Post reference</b>	<b>CJC/FIN/027/2023</b>
<b>Centre</b>	<b>Central Office: Finance Unit</b>
<b>Minimum Requirement</b>	<ul style="list-style-type: none"> <li>- Matric/ Grade 12 certificate or equivalent plus a recognized three (3) years National Diploma / Degree in Accounting, Financial Management, or equivalent qualification at NQF Level 6.</li> <li>- Minimum of 2-3 years' experience in the financial management environment.</li> <li>- Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics.</li> <li>- Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions.</li> <li>- Knowledge of the Public Service financial legislations, procedures and Treasury Advanced-Level.</li> <li>- Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual.</li> <li>- Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, SAGE etc.</li> <li>- Computer skills, Planning and organizing</li> <li>- Good verbal and written communication</li> <li>- Basic numeracy skills</li> <li>- Ability to perform routine tasks</li> <li>- Ability to operate office equipment</li> <li>- Flexibility</li> <li>- Interpersonal Relations</li> <li>- Accuracy</li> <li>- Values: Client service focus, Integrity, Committed, Proactive &amp; Loyal.</li> </ul>

<b>Duties:</b>	<ul style="list-style-type: none"> <li>- Prepare monthly General Ledger reconciliation to ensure completeness and accuracy of financial data.</li> <li>- Provide support on ITS system migration.</li> <li>- Preparation of monthly Management reports.</li> <li>- Assist in year-end audit.</li> <li>- Assist in compilation of Annual Finance Statement (AFS).</li> <li>- Conduct monthly budgetary and expenditure analysis.</li> <li>- Assist in the facilitation of the annual budgeting process.</li> <li>- Analyse and interpret monthly cash flow and adjusted cash flow.</li> <li>- Assist in the facilitation of budget adjustments process.</li> <li>- Analyse expenditure trends and reconciliation against budget and cash flow projections. Supervise staff.</li> </ul>
<b>Instructions:</b>	<ul style="list-style-type: none"> <li>- Applicants must complete a Z83 Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website.</li> <li>- Applications must be accompanied by a comprehensive CV, recently certified copies of relevant qualifications or transcripts (not older than six (6) months) and an ID document.</li> <li>- Please note that no faxed or emailed copies of application will be accepted.</li> <li>- Failure to sign the Z83 form, quoting the correct reference number and attaching all necessary certified documents indicated above, will render your application invalid.</li> <li>- The College is an equal opportunity affirmative action employer and reserves the right not to fill the vacant advertised post, and to verify the qualifications of all shortlisted candidates prior to or after the issuing of an offer of appointment.</li> <li>- The Salary is determined according to the Department of Higher Education and Training salary scales.</li> <li>- People with disabilities are encouraged to apply.</li> <li>- All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.</li> </ul> <p style="margin-left: 20px;"><b>Applications must be directed to:</b></p> <p style="margin-left: 20px;"><b>Central Johannesburg TVET College Recruitment and Selection Office; Central 2 Building; 5 Ubla Avenue (off Princess of Wales Terrace), Parktown, Johannesburg or Private Bag 70500, Houghton, 2041.</b></p>
<b>Enquiries:</b>	<b>Mr MB Khakhu – 011 351 6000 – Email: <a href="mailto:khakhum@cjcedu.za">khakhum@cjcedu.za</a></b>
<b>Closing date:</b>	<b>15 November 2023 @ 16h:00</b>

