



**SMALL ENTERPRISE DEVELOPMENT AGENCY**

an agency of the dsbd

## JOB PROFILE

<b>JOB TITLE</b>	Provincial Accountant		
<b>DURATION</b>	Twelve (12) Months Fixed Term Contract		
<b>REPORTING TO</b>	Provincial Manager		
<b>JOB GRADE</b>	C5	Minimum	Midpoint
	TOTAL CTC	R619 060	R728 306
<b>NO. OF INCUMBENTS</b>	1		
<b>DIVISION</b>	Enterprise Development Division		
<b>LOCATION</b>	North West: Provincial Office.		
<b>MAIN PURPOSE OF THE JOB</b>	To oversee the financial and accounting function of the Provincial Office.		
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>❖ Implement Financial Accounting policies and procedures.</li> <li>❖ Implementation financial control systems.</li> <li>❖ Asset Management.</li> <li>❖ Supply Chain Management.</li> <li>❖ Management of Provincial Payments.</li> <li>❖ Financial Reporting</li> </ul>		
<b>REQUIRED MINIMUM QUALIFICATION</b>	<ul style="list-style-type: none"> <li>❖ Matric (NQF Level 4) and National Diploma (NQF Level 6) in Accounting</li> <li>❖ Bachelor Degree (NQF Level 7) in Accounting as added advantage</li> </ul>		
<b>REQUIRED MINIMUM WORK EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ 4 - 6 year's work experience in a Financial Accounting environment</li> </ul>		

	<p>Able to demonstrate:</p> <ul style="list-style-type: none"> <li>❖ Knowledge and experience in the application of GRAP, PFMA, Treasury Regulations, King III Report, Corporate Governance System and other related Legislation.</li> <li>❖ Extensive knowledge in account processing, cash flow control and payment principles.</li> <li>❖ Advanced MS Excel experience</li> <li>❖ Knowledge and experience in financial accounting and payment systems</li> <li>❖ Comprehensive knowledge and understanding of Accounting Principles</li> </ul>
<b>CRITICAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ Advisory Service</li> <li>❖ Communication</li> <li>❖ Stakeholder Engagement</li> <li>❖ Analytical</li> <li>❖ Business Acumen</li> <li>❖ Problem-Solving &amp; Decision-Making</li> <li>❖ Planning &amp; Organising</li> <li>❖ Monitoring &amp; Evaluation</li> <li>❖ Performance Driven</li> <li>❖ Administrative Diligence</li> <li>❖ Team Work</li> <li>❖ Adaptability &amp; Flexibility</li> <li>❖ Policy Adherence</li> <li>❖ Negotiation</li> <li>❖ Basic Computer Skills</li> <li>❖ Financial Acumen</li> <li>❖ Office Management</li> </ul>
<p><b>NB:</b> It is the organization's intention to promote equity and representivity in terms of race, gender and people living with disability as per the set numerical targets contained in the organizational Employment Equity Plan (EE Plan). <b>Previously Disadvantaged Individuals are encouraged to APPLY.</b></p> <p>The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). <b>Proposed offers will be made from Minimum to Midpoint as advertised.</b></p>	

- ❖ Only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful.
- ❖ Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted).
- ❖ Applicants should note that any false information contained in their cv and related documents could result in disqualification and/or summary dismissal.
- ❖ Please note that by applying for this position, you give SEDA permission to process your personal information in compliance with POPI ACT.

To apply, please send your CV to [recruitmentnw@seda.org.za](mailto:recruitmentnw@seda.org.za)

Please state the position and office you are applying for in the subject line.

**Closing Date: 31 July 2024**