

Management Accountant

Component: Finance
Department: Western Cape Liquor Authority (Bellville)
Reference Number: WCLA 11/2023

Requirements:

- Relevant NQF 7 qualification - Bachelor's degree (BCom) or (Btech)
- Degree in Finance with Accounting as a major
- At least 3 years working experience in a finance environment
- Valid Driver's License (with no vehicle restrictions)

Experience and competencies which will be advantageous:

- Relevant NQF 8 qualification – Post graduate degree (BCom/Bcompt honours)
- Degree in Finance with Accounting as a major
- Experience working in the public sector
- Accounting Articles experience
- Experience on CASEWARE
- 3 years' experience in GRAP
- 2 years' experience in PASTEL

Key performance areas:

• Reporting

- Assist with the compilation of interim and annual financial statements, statistical reports and statutory reports.
- Compile the audit file for interim and annual financial statements.
- Administer financial reporting requirements and procedures
- Compile the quarterly in-year monitoring (IYM) report.
- Prepare ad hoc financial reports on request.
- Prepare monthly management reports including variance analysis.
- Design reports and templates to enhance reporting.
- Provide inputs into the Annual Performance Plan, Annual Financial Statements and Annual Report.
- Address audit issues related to Management Accounting.

• Budget Management and Costing

- Compile and manage the main and the adjustment budget processes (Operating, Personnel, Capital, Balance Sheet and Cashflow budgets), roll-overs and revenue retention.
- Create and maintain financial databases to support costing, planning and reprioritization.
- Maintain an appropriate costing and cost accounting system for the organization.
- Load the approved budgets onto the Pastel accounting system.
- Liaise with the system controller on the creation of new code structures on Pastel.
- Compiling the annual tariff/fee list.

• Expenditure and Revenue Monitoring and updating of Forecast

- Monitor expenditure and revenue against budget and facilitate remedial measures if necessary. Advise on trends as well as possible savings and update forecast.
- Execution of budgetary controls, including the verification of budget availability and allocations for all purchases.

Knowledge:

- Working knowledge of relevant Public Sector legislation, e.g. PFMA, National and Provincial Treasury Regulations, Administrative Law.
- Practical implementation experience and working knowledge in generally accepted accounting principles such as IFRIS, GAAP and GRAP
- Working knowledge of relevant industry legislation and regulations, e.g. Western Cape Liquor Act, POPI, PAJA, PAIA.
- Strong understanding of and a strong commitment financial reporting - especially standard of Generally Recognised Accounting Practice (GRAP).
- Strong understanding of and a strong commitment to good corporate governance - especially King III.
- Detailed working knowledge of Project Management.

Skills:

- High level of report writing skills
- The ability to concentrate on specific tasks for extended periods and finalise those timeously.
- The ability to work long hours and meet deadlines.
- Analytical skills - Accumulates data; summaries information into pertinent, understandable, and presentable form; discerning valid from invalid comparisons of data; and seeking explanation for variations in the data.
- Computer literacy with advanced Microsoft Excel skills.

Please Note: Only shortlisted applicants will receive further correspondence. If you have not received a response from the entity within three months of the closing date, please regard your application as unsuccessful.

Applicants must submit a formal WCLA Application form, a comprehensive CV, certified copies of qualifications, identity document and driver's license (where applicable). **Applications must be submitted electronically preferably as one PDF document to hr@wcla.gov.za.** WCLA Application forms can be obtained from the WCLA website: www.wcla.gov.za and must reach the Human Resources Section on or before the closing date indicated. Applicants must clearly state the reference number and position title in the subject line of the e-mail. Only Electronic applications will be accepted.

Please note that the following will lead to **disqualification** of applications:

1. Submission of fraudulent qualifications and / or documentation.
2. Non-submission of certified copies of academic qualifications / records.
3. Non-submission of WCLA Application form, Identity document and Driver's License (where applicable).

Shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to reference checks, criminal and qualification checks being performed. The WCLA reserves the right not to make an appointment.

The Western Cape Liquor Authority is guided by the principles of Employment Equity. All candidates invited for interviews may be subjected to competency test/practical tests as part of the interview process. Kindly note that all personal information provided with your application will be dealt with for the intended purpose.

Only applications submitted via the above-mentioned e-mail address will be accepted.

SALARY: R492 538 per annum (Cost to Employment)
SALARY LEVEL: 8
CLOSING DATE: 13 October 2023
ENQUIRIES: Mrs. S Langeveldt: (021) 204 9730 / 92