

FINANCIAL ACCOUNTANT

Component: Finance
Department: Western Cape Liquor Authority (Bellville)
Reference Number: WCLA 02/2024

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

Experience and competencies which will be advantageous:

- Working knowledge and experience working in the public sector
- Working knowledge and experience on CASEWARE
- Experience in GRAP
- Working knowledge and experience in PASTEL

Key performance areas:

- **Financial Reporting:**
 - Ensure Cashbooks are captured daily.
 - Prepare monthly and year end journals.
 - Prepare monthly reconciliations for expenditure and investment accounts.
 - Prepare account balance reconciliations and promptly clear the reconciling items.
 - Assist with the preparation of the quarterly and annual financial statements and any other related reports.
 - Maintain general ledger.
 - Assist in Compiling the year-end audit file.
 - Ensure that all monthly deadlines are met.
- **Revenue management:**
 - Ensure weekly reconciliation of bank and revenue account.
 - Perform reversals and overwrites on the system.
 - Raise fees and penalties as per the regulation.
 - Upload payments as and when required.
 - Monthly pay over of revenue collected to parent Department.
 - Manage suspense account.
- **Payment processing:**
 - Ensure that all payments are loaded onto the banking system when required.
 - Pre-authorisation of all payments and ensure approval of supplier payments as per standard operating procedures before payments are released.
 - Ensure that all payments are processed within 30 days of receipt of an invoice.
 - Ensure compliance with all policies and SOP's before payments are made for petty cash and other claims.
- **Effective resource management (human, financial and physical) within the Unit**
 - Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources.

- Perform accurate forecasting, budgeting, and allocation of resources within the unit.
- Assist in managing external contractors and suppliers within the unit.
- Ensure effective identification and management of business risks, resources, and continuous improvement.
- Assist in managing capacity within the unit to ensure sustained service delivery.

- **Effective people management within the Unit**

- Ensure people development within the unit in line with organisation-wide skills development strategy.
- Assist the Manager Finance in ensuring talent management strategies (attraction, retention, development) are implemented within the unit.
- Implement performance management within the unit in line with Human Resources Policies and Guidelines.
- Manage grievances, discipline, and terminations within the division in line with Human Resources policies and guidelines.
- Lead and direct staff within the unit to be able to meet the objectives set for them.
- Build and foster a culture of good governance, customer service, honesty and integrity and world class delivery in the division.

Knowledge

- Working knowledge of relevant Public Sector legislation, e.g. PFMA, National and Provincial Treasury Regulations.
- 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 financial reporting – especially in terms of the standard of Generally Recognised Accounting Practice (GRAP).
- Strong understanding of and a strong commitment to good corporate governance - especially King III.

Skills

- Analysis and problem solving
- The ability to concentrate on specific tasks for extended periods and finalise those timeously.
- The ability to work long hours and meet deadlines.
- Technical and professional knowledge and skills
- Quality and detail focus
- Result focus
- 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). Incomplete applications will not be considered. **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, CV, 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 of Employment) per annum (CTC)
SALARY LEVEL: 8
CLOSING DATE: **02 April 2024**
ENQUIRIES: Mrs. S Langeveldt: (021) 204 9730 / 92