



an agency of the
Department of Arts and Culture

FIXED TERM VACANCY

Job Title: Accountant
Level: DPSA Level : Senior/ State Accountant
Contract Term: 12 month fixed term contract
Location: National Museum, Bloemfontein

The National Museum, Bloemfontein is seeking a well experienced Accountant on a **12** month fixed term contract.

Requirements:

- Minimum: Three-year Degree (NQF 6) Majoring in Financial Accounting or Finance.
- Appropriate experience in Financial Accounting.
- Advanced financial statement preparation using CASEWARE and Advanced Pastel knowledge would be an added advantage.
- Experience in Public Sector finance specifically in a GRAP and PFMA environment is essential
- Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and policies. Knowledge and experience in audit procedures by the Auditor General. Ability to implement systems and exercise control, to ensure sound financial management.
- Knowledge of GRAP, Accrual Basis and Cash base Accounting. Understanding of SCOA Segments.
- Computer literacy. Ability to follow proactive and creative approach. Be able to work under pressure.

Key Performance Areas:

- **Compliance Reporting**- Prepare Monthly, Quarterly and Annual Financial Statements in accordance with Generally Recognised Accounting Practice ("GRAP") requirements Financial Statements must be prepared using CASEWARE). Compiling and submitting of reports the DAC and National Treasury in compliance with PFMA deadlines or as required by the stakeholders. Oversee the capital expenditure grants provided by the Department of Sports Arts and Culture and report quarterly.
- **Financial processing** - Ensure that accruals and commitments are recorded and disclosed in line with relevant accounting standards. Processing of Journals. Review and Maintain the General Ledger ensures accuracy, completeness and compliance with GRAP. Manage financial procedures and internal control. Manage the processing and recording of day to day amounts of money received and spent in the department. Reconcile the ledger, including suspense accounts on monthly basis. Maintain accounts payable and receivables. Give advice on arrange of financial aspects of the department, such as financial procedures, tax and cash flow. Prepare monthly Project and Department budgets expenditure reports for Management
- **Audit Support**- Prepare the year- end audit file including compiling working papers and supporting documents for the office Auditor General of South Africa ("AGSA")
- **Asset Registers** – Maintain the asset register and provide monthly to CFO and CEO for sign off.

- **The National Museum is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore people from designated groups, including those with disabilities, are encouraged to apply.**
- **The National Museum reserves the right not to fill an advertised position.**
- **If you meet ALL the stated requirements, kindly e-mail your application to hr@nasmus.co.za, including a**



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covering letter, the application form (obtainable on www.nasmus.co.za), and copy of your identification document, copies of qualifications and a comprehensive CV (including three referees with their contact details).

- Applications not meeting the criteria will be disqualified.
- Should you not hear from us within 2 weeks after the closing date, consider your application unsuccessful.
- Communication will be limited to the short-listed candidates only.
- Short-listed candidates will be subjected to a comprehensive selection process.
- The closing date in respect of these positions will be the **19th February 2020**.
- Telephonic Enquiries: **051 – 011 0606**

We thank all applicants for their interest.