


<b>POSITION DESCRIPTION</b>	
<b>Position Title</b>	<b>Financial Accountant</b>
<b>Description</b>	This position is primarily required to coordinate review and undertake the implementation of financial accounting systems and procedures in line with relevant legislation regulations, frameworks, policies and procedures. It is also required produce accurate monthly, quarterly and annual financial statements as well as to provide support for the efficient recording, disbursement and reporting of operational finances. The incumbent will ensure that proper accounting practices are followed in line with NDA's financial policy and financial accounting requirements including GRAP, IFRS, PFMA and National Treasury regulations.
<b>Directorate</b>	Finance
<b>Reports To</b>	Senior Manager: Finance
<b>Position location</b>	Head Office
<b>Peromnes Grade</b>	8
<b>Number of Direct Reports</b>	2
<b>POSITION REQUIREMENTS</b>	
<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>• A Bachelor of Commerce degree- Financial Accounting (NQF level 7)</li> <li>• Articles will be advantageous</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Three years' financial accounting and reporting experience</li> <li>• Post-articles experience would be advantageous.</li> <li>• Experience with computerised accounting systems</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Working knowledge of accounting package e.g. Great Plains</li> <li>• Knowledge of GRAP, PFMA and National Treasury regulations</li> <li>• Knowledge of Public Administration and Accounting Systems</li> <li>• Knowledge of Corporate Governance</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>▪ Leverage diversity</li> <li>▪ Negotiation skills</li> <li>▪ Service motivation</li> <li>▪ Creativity &amp; innovation</li> <li>▪ Customer Service orientation</li> <li>▪ Technology orientation</li> <li>▪ Good communication skills – written &amp; verbal.</li> <li>▪ High numerical and analytical ability</li> <li>▪ Facilitation skills</li> <li>▪ Ability to work quickly and accurately and to adhere to and meet strict deadlines.</li> <li>▪ Methodical and attentive to detail</li> <li>▪ Discreet and ability to work with confidential information.</li> <li>▪ Flexible, i.e., ability to work as part of a team but also independently as required.</li> <li>▪ Ability to stay current with legal and financial changes and ability to evaluate how these could affect NDA financial operations.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ability to produce up to date reconciliations.</li> <li>▪ Understanding of general ledger set-up</li> <li>▪ Strong computer technical skills preferably with accounting packages and MS Office</li> </ul>
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MAIN AREAS OF RESPONSIBILITY	
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>❖ Financial management and administration               <ul style="list-style-type: none"> <li>• Review and posting of daily financial transactions processed.</li> <li>• Review payments processed by clerks and ensure timeous payments of all financial obligations.</li> <li>• Review of General Ledger reconciliations</li> <li>• Review of weekly and monthly bank reconciliations</li> <li>• Manage NDA investments and cash flow to ensure cash available at all times to meet obligations.</li> <li>• Prepare and review monthly journals.</li> <li>• Manage month end closures of financial records.</li> <li>• Supervise accounts clerks and manage their performance.</li> <li>• Manage Petty cash</li> </ul> </li> </ul>
<b>Corporate Governance and compliance</b>	<ul style="list-style-type: none"> <li>• Conduct compliance reviews on all transactions and payments in accordance with NDA policies and applicable legislations.</li> <li>• Ensure compliance with reporting requirements and timeframes per PFMA and NDA policies.</li> <li>• Review of payroll</li> <li>• Compliance to PFMA, Treasury Regulations</li> <li>• Compliance to Financial Accounting practices including, GRAP, and National Treasury regulations.</li> <li>• Train NDA employees on accounting and procurement policies as appropriate</li> </ul>
<b>Financial Analysis And Reporting</b>	<ul style="list-style-type: none"> <li>• Prepare monthly and quarterly financial reports for various stakeholders and required analysis.</li> <li>• Preparation of third-party reports and distribution to funders</li> <li>• Preparation of National treasury budget and reporting templates reports (Quarterly reports and MTEF&amp; ENE budget templates)</li> <li>• Preparation of Annual Financial Statements</li> </ul>
<b>Internal and External Audit</b>	<ul style="list-style-type: none"> <li>• Manage and facilitate the provision of information to internal and External Auditors during audits.</li> <li>• Handle queries before they escalate to formal written queries.</li> </ul>

KEY RELATIONSHIP INTERFACES	
<b>Internal Relationships - other than reporting lines (manager and subordinates). *</b>	<b>External Relationships (With Local/Provincial structures and other key parties, specify)</b>
<ul style="list-style-type: none"> <li>All NDA Staff and Directorates</li> </ul>	<ul style="list-style-type: none"> <li>Service Providers</li> <li>Government Departments</li> </ul>

Signed by: <b>(Job Holder)</b>	Authorised by: 
Date:	Date: 8 August 2023