POSITION DESCRIPTION	
Position Title	**Financial Accountant**
Description	This position coordinates, reviews and implements financial accounting systems and procedures in accordance with relevant legislation, regulations, frameworks, policies and procedures. The incumbent prepares accurate monthly, quarterly and annual financial statements and supports the efficient recording, disbursement and reporting of operational finances. The role ensures that accounting practices comply with the NDA's financial policy and applicable financial accounting requirements, including GAAP, GRAP, IFRS, the PFMA and National Treasury regulations.
Directorate	Finance
Reports To	Senior Manager: Finance
Position location	Head Office
Peromnes Grade	8
Number of Direct Reports	1
POSITION REQUIREMENTS	
Minimum Qualification	• Bachelor of Commerce degree in Financial Accounting (NQF level 7) • Completed articles
Essential Experience	• Three years' experience in financial accounting and reporting • Post-articles experience would be advantageous • Experience with computerised accounting systems
Knowledge	• Working knowledge of an accounting package, such as Great Plains • Knowledge of GRAP, the PFMA and National Treasury regulations • Knowledge of public administration and accounting systems • Knowledge of corporate governance
Skills & Abilities	▪ Ability to leverage diversity ▪ Negotiation skills ▪ Commitment to service delivery ▪ Creativity and innovation ▪ Customer service orientation ▪ Technology orientation ▪ Effective written and verbal communication skills ▪ Strong numerical and analytical ability ▪ Facilitation skills ▪ Ability to work quickly and accurately while meeting strict deadlines ▪ A methodical approach and attention to detail ▪ Discretion and the ability to handle confidential information

	▪ Flexibility to work effectively both independently and as part of a team ▪ Ability to keep abreast of legal and financial changes and assess their impact on the NDA's financial operations ▪ Ability to prepare and maintain up-to-date reconciliations ▪ Understanding of general ledger configuration ▪ Strong computer skills, preferably in accounting packages and MS Office

MAIN AREAS OF RESPONSIBILITY	
Financial Management	• Undertake financial management and administration. • Prepare and review general ledger and bank account reconciliations. • Maintain the asset register. • Reconcile asset counts with the asset register and follow up on all reconciling items. • Review all payment batches and ensure that payments are released on time. • Manage the NDA's investments and cash flow to ensure sufficient funds are available to meet its obligations.
Corporate Governance	• Review requisitions and purchase orders for compliance. • Review compliance with statutory requirements relating to financial management. • Review payroll. • Ensure compliance with the PFMA and Treasury Regulations. • Ensure compliance with financial accounting requirements, including GRAP and National Treasury regulations. • Train NDA employees on accounting and procurement policies, as appropriate. • Manage annual SARS submissions.
Financial Analysis and Reporting	• Prepare financial reports and year-end financial statements. • Prepare management reports covering all aspects of financial management. • Prepare monthly and quarterly management accounts. • Prepare third-party reports and distribute them to funders. • Prepare National Treasury reports, including quarterly reports, MTEF and ENE submissions.
Internal and External Audit	• Prepare for and participate in internal and external audits.

KEY RELATIONSHIP INTERFACES	
Internal Relationships — excluding reporting lines (manager and subordinates)*	**External Relationships — local and provincial structures and other key parties**
• All NDA staff and directorates	• Service Providers • Government Departments

Signed by: (**Job Holder)**	Authorised by:
Date:	Date:



28/10/2026