



Senior Finance Officer: Financial Accounting and Reporting

An all-inclusive remuneration package of R722,398.26 per annum is offered.
(Post level 10)

The Municipal Demarcation Board (MDB) is an independent institution which derives its mandate from the Constitution. Its mandate is amongst others to determine and re-determine municipal boundaries as well as delimit ward boundaries through the territory of the Republic of South Africa. In terms of the Municipal Structures Act the MDB also undertakes municipal capacity assessments.

The MDB seeks to appoint a Senior Finance Officer to lead the Financial Accounting Team and support the Municipal Demarcation Board (MDB) in the performance of its functions. Suitable qualified and experienced persons are invited to apply for the above position.

The incumbent will be responsible to manage the Municipal Demarcation Board's accounting and reporting processes and systems, including related internal controls and external financial reporting. Additionally, the incumbent will also be responsible for Risk Management.

The position is comprising but not limited to the following key performance areas:

Audit process management

- Coordination of audit process - responsible for ensuring smooth internal and external audits.
- Liaison with both internal and external auditors and respond to audit queries/opinions.
- Distribution of audit findings for management comments and co-ordination of audit responses.
- Ensure that audit action plan register is prepared and updated accordingly.
- Responsible for ensuring that audit action plans are implemented.

Financial Accounting

- Provide input, implement and ensure compliance to financial policies and develop processes and procedures.
- Ensure adherence to financial processes, procedures and policies.

- Provide technical knowledge on accounting treatment per accounting standards to ensure compliance.
- Develop a month-end and year-end timetable and follow up to ensure compliance to the timetable.
- Responsible for the general ledger to ensure validity and accuracy of all transactions processed.
- Implementation of cash management processes and procedures.
- Preparation of future cash shortages and surpluses projections.
- Administration of online banking platform ensuring that control requirements are met.
- Management and administration of cash transactions and preparation of cash flow statements.
- Responsible for petty cash management
- Ensure bank reconciliations are performed timeously
- Responsible for the management of accounts receivables including debt management, sale of maps and issuing of
- sale invoices.
- Effective management of the monthly transactional month- end close process, including the monthly review of all
- balance sheet reconciliations in line with month-end timetable.

Asset Management

- Coordination of the insurance renewal process
- Maintain good asset management: This includes acquisitions, movement, spot checking, reporting, depreciation, disposal, verification and asset register maintenance.
- Review asset reconciliation of fixed assets register and general ledger and resolve exceptions.
- Review the test for impairment, change in estimate and writing offs at financial year end.

Financial reporting

- Review Annual Financial Statements and Interim Financial Statements in terms of GRAP and Treasury regulation.
- Review Quarterly reporting template to be forwarded to National treasury.
- Review Y/E financial template to be forwarded to the National Treasury.
- Advise management of any changes in accounting standards
- Seek continuous improvement in the process of preparing financial reports.
- Ensure GRAP compliant AFS are submitted to AG for external audit.

Risk Management:

- Coordinate the annual strategic risk and operational risk workshop.
- Submit the strategic and operational risk register to the Audit and Risk committee and board for consideration.
- Coordination of quarterly workshops to monitor and report on progress made in the implementation of mitigating strategies.
- Distribution of risk register to managements for comments and consolidate input on the strategic and operational risk register per quarter.
- Assist in formulating mitigating strategies to reduce identified risks.
- Assist and give guidance to units when implementing the mitigation strategies.

Minimum job requirements:

Bachelor of Commerce/ B-Tech degree in Accounting/ Finance Management/ Cost and Management Accounting (NQF7).

Preferably post-graduate degree in Management Accounting/Financial Accounting.

Minimum of 5 years' experience in Accounting or Financial Management

Experience and knowledge of the following software is mandatory.

- Knowledgeable in Pastel evolution or preferable SAGE X 3
- Case-ware

Analytical skills, communication skills and problems solving skills will be an advantage.

Interested persons are invited to submit their detailed CV's to:

Senior Manager: Human Resources and Administration

Private Bag X123

CENTURION, 0046

PRETORIA

Or email: recruitment@demarcation.org.za

Applicants will be required to give consent in terms of POPI Act for MDB to conduct suitability or verification checks.

Closing Date: 26 October 2023. Late applications will not be considered.

- Applicants must send their CV with certified ID and certified qualifications.
- Applicants will be disqualified for non-adherence.

Note: People with disabilities are encouraged to apply

The Board reserves the right not to make any appointment.