



The FP&M SETA wishes to appoint a suitably qualified person to the position of:

**Grants Accountant**

**Reference:** GRACC/03/2017

**Department:** Finance

**Type of Contract:** Fixed-term until 31 March 2020

**Location:** Braamfontein, Johannesburg (Head Office)

**Total Package:** R 442 000.00 per annum

**Application Closing Date:** 04 July 2017 at 16:30

The incumbent will be responsible for managing the discretionary grants and special projects from the accounting aspect of the organisation.

**Leadership role**

- Assist with the management of liabilities by ensuring discretionary grants are disbursed
- Contribute towards the planning and monitoring of the FP&M SETA discretionary and special project budgets by carrying out tasks such as the development of the seta grants budget, verification of information before processing of invoices, posting and allocation of expenses into the correct accounts in line with the discretionary and project budget, compilation of the discretionary portion of the monthly management reports highlighting expenditure patterns in line with indicators of NSDS III.
- Assist the CFO in determining the cash needs of the organization for spending on the grant account.
- Ensure that invoices are paid within 7 days of receipt
- Supply information to the General Manager: Projects regarding the expenditure patterns and funds available for the various funding windows and attend to all internal queries.
- Liaise with the General Manager: Projects on expenditure and management of discretionary and special project funds.
- Ensure that project administration expenses do not exceed 10% of the total value of the project and that the budget is not exceeded.

**Policy development and review**

- Assist with the development and review of financial policies and procedures in line with the PFMA and treasury regulations and any other applicable legislation for projects and discretionary grants.
- Develop and maintain the assets register.

**Regulatory compliance**

- Assist the General Manager: Projects and the CFO in compiling the performance section of the Annual report.
- Implement and maintain internal financial control and procedures.
- Comply with supply chain requirements.

## **Reporting**

- Assist the CFO in preparation of the discretionary schedule of the financial quarterly report.
- Assist the CFO in compiling the commitments section of the annual financial statements.
- Submit draw down requirements for NSF, donor funding.

## **Audit and Risk**

- Liaise with Auditors and manage audit process, while ensuring that all recommendations from Auditors are adequately addressed
- Identify and mitigate financial and assets risks

## **Administrative duties**

- Keep accurate up to date financial records on the MIS system
- Ensure that accurate records are maintained for project administration expenses
- Ensure all DG payments are supported by adequate documentation.
- Assist the General Manager: Projects in preparing meeting packs
- Assist with ad-hoc queries as they arise

## **Performance Management**

- Ensure knowledge transfer and capacity building of divisional staff
- Manage the performance of staff assigned to the department
- Liaise with the HR division in conducting performance appraisals and ensure competency and training gaps are addressed

## **Education, Work Experience and/or Certification:**

- A 3-year Degree in Commerce, Finance, Business Management or equivalent qualification.
- 3 Year's relevant experience.
- Advanced knowledge of Accounting Software Packages such as Pastel
- Project Management qualification will be an added advantage;
- Literacy in Microsoft Office Computer Packages with advanced excel skills which is a necessity;
- Understanding of relevant legislation such as SDA, SAQA Act and PFMA;
- Managerial and organizational skills;
- Financial management skills;
- Problem solving skills;
- Results driven;
- Interpersonal skills;
- Strong communication skills;
- Work in team-oriented environment.
- Analytical;
- Attention to detail.

## **Knowledge, Skills and Abilities:**

- Working knowledge of databases, application servers, networks, enterprise software systems is desirable
- Eager to learn and understand complex business processes
- Excellent verbal and written communication skills
- Ability to develop and implement new technical functionality to meet business requirements
- Ability to create and administer training to end users
- Interpersonal skills
- Work in team-oriented environment.

## **Behavioral Traits**

- Brand leadership

- Positive influence capabilities
- Independence
- Precision
- Cognitive application of coherent principles
- Confidentiality

Applications, accompanied by recently certified copies of educational qualifications, ID document and comprehensive curriculum vitae should be forwarded via e-mail address to [recruitment@fpmseta.org.za](mailto:recruitment@fpmseta.org.za) and please specify the position applied for and quote the applicable reference number. Should you not receive correspondence from us 8 weeks after closing date, please consider your application unsuccessful.

The FP&M SETA is an affirmative action employer and encourages suitably qualified historically disadvantaged individuals (HDIs) to apply. The FP&M SETA reserves the right to amend the advert and not to make an appointment.

Enquiries should be directed to Ms. Sophie Tiro at telephone: 011 403 1700.