



#### VACANCY

<b>REFERENCE NO</b>	:	<b>HOD_MA 04/2020</b>
<b>JOB TITLE</b>	:	<b>Head of Department: Management Accounting</b>
<b>JOB LEVEL</b>	:	<b>E2</b>
<b>SALARY</b>	:	<b>Negotiable</b>
<b>REPORTS TO</b>	:	<b>Chief Financial Officer</b>
<b>DIVISION</b>	:	<b>Finance</b>
<b>LOCATION</b>	:	<b>Erasmuskloof, Pretoria</b>
<b>POSITION STATUS</b>	:	<b>Fixed Term Contract – 5 years</b>

#### Purpose of the job

To collect and use accounting information for purposes of financial decisions on budgeting, planning, organizing, coordinating, control and accurate reporting in order to ensure effective and efficient management of finances

#### Key Responsibility Areas

- Oversee preparation of financial statements to conduct variance analysis in order to determine profit and loss and to inform budget compilation process and management of cash flows;
- Oversee analysis of financial performance with a purpose of contributing to medium and long-term business planning/forecasts;
- Manage the interpretation and communication of financial data to non-financial managers to enable financial decision making;
- Monitoring and evaluation of financial information systems in order to identify areas of concern and suggest intervention measures;
- Oversee the implementation of corporate governance procedures and risk management to ensure the maximum enforcement of internal controls;
- Manage relationships with Auditors and other state financial institutions for purposes of good and sustained cooperative governance;
- Manage the Management Accountant budget to ensure proper administration to ensure the Unit is well resourced to be able to function and review e-government initiatives;
- Manage the human resources function to ensure the Unit has sufficient capacity to support the internal SITA clients to ensure SITA is enabled to achieve its mandate;

- Oversee the management, maintenance and safeguarding of assets and equipment in the Unit to ensure that all assets and equipment are used and managed in an effective, efficient, economical and transparent way; and
- Manage, supervise and coordinate the fixed asset register to ensure that it is complete and accurate and comply with the relevant accounting standards.

## Qualifications and Experience

### Minimum Qualifications:

Bachelor Degree in Accounting, Finance or related field.

Registration as a Chartered Accountant (SA) will serve as an added advantage.

### Experience:

8+ Years' professional experience in Financial and Accounting field, including leadership, general management, operational responsibility in a large corporate/public sector organization. The experience must include the following:

- Financial Management;
- Financial reporting, budget; and
- Cost and project accounting.

## Technical Competencies Description

**Knowledge of:** Public Financial Management Act; Treasury Regulations; Financial Management Systems such as Oracle; Budget models in Corporate/ Public Sector environment; Financial Management Framework in the Corporate/ Public Sector environment; Accounting principles and standards; Financial legislation, policies, systems, processes and procedures; Financial management within the corporate / public sector.

**Skills:** Exceptional communication skills and collaboration; Excellent managerial and administrative skills; Strong people management, interpersonal skills and teamwork; Driving performance and outcomes driven; Proficiency in Microsoft packages; Financial management skills; Planning and organizing skills; Exceptional listening, analytical and creative and innovative problem-solving skills; High level of influencing, negotiation, facilitation, presentation skills and diplomacy; Responding to change and pressure; Strategic thinking; Customer Experience.

## How to apply

**Kindly forward your CV to:** [Masoko.recruitment@sita.co.za](mailto:Masoko.recruitment@sita.co.za) stating the position applying for and the relevant reference number

**Closing Date: 23 April 2020**

## **Disclaimer**

SITA is an Employment Equity employer and these positions will be filled based on Employment Equity Plan. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful;
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for;
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA);
- Only candidates who meet the requirements should apply;
- SITA reserves the right not to make an appointment;
- Appointment is subject to getting a positive security clearance, the signing of a contract of employment verification of the applicant`s documents (Qualifications) and reference checking;
- Correspondence will be entered into with shortlisted candidates only; and
- CV`s from Recruitment Agencies will not be accepted.