



VACANCY RE ADVERTISEMENT

REFERENCE NR	:	VAC00598
JOB TITLE	:	Lead Consultant: External Reporting & Audit
JOB LEVEL	:	D3
SALARY	:	R724 276 – 1 086 415
REPORT TO	:	Senior Manager External Reporting & Fixed Asset
DIVISION	:	Finance
DEPT	:	FIN: Financial Accounting
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (External & Internal)

Purpose of the job

To prepare the annual financial statements for the company in compliance with applicable legislation, to comply with relevant tax legislation to optimise the tax position of the company and to manage the general ledger module.

Key Responsibility Area

- Develop, Implement and monitor the reporting including the general ledger management and Tax policies ensuring that SITA develops and implements best suited reporting and Tax interventions, programmes and processes.
- Prepare the annual financial statements and tax submissions in accordance with all applicable legislation and ensure a statutory compliant submission to external stakeholders.
- Manage, monitor and maintain the general ledger module.
- Equip the stakeholders with appropriate tools and knowledge regarding technical financial aspects
- Manage and empower staff to enable them to deliver on their performance goals to ensure the department achieves its objectives.
- Develop Operating Level Agreements (OLA) and monitor services in line with said OLA.
- To develop, review and finalise required reports to stakeholders.
- Address audit concerns timely to ensure a smooth audit.

Qualifications and Experience

Minimum: 3-year Degree in Finance PLUS honours in Accounting.

Registration with a Professional Body: CASA/CIMA is required.

Experience: 7 - 8 years relevant finance experience and external audit experience will be considered.

Technical Competencies Description

Knowledge of: Generally Recognised Accounting Practice (GRAP). Understanding of relevant legislation, including PFMA and Treasury regulations. Knowledge of Financial Reporting and Analysis, Risk Management and Control, & Tax Accounting. Ability to review processes and draft appropriate policies and procedures. Human Resources

management Identification of and management of risk Implementation and monitoring of internal controls Experience in preparing financial schedules including the relevant annual financial statement disclosures. Good knowledge of the Companies Act and Income Tax Act.

Technical competencies: Business Writing, Customer Relationship Management, and Management Accounting.

Leadership competencies: Customer Experience, Collaboration, Honesty, Integrity and Fairness, Planning and Organising, Creative Problem Solving, Decision-making, and Responding to Change and Pressure.

Interpersonal/behavioural competencies: Active listening, Attention to Detail, Analytical thinking, Disciplined, Empathy, and Stress Management.

Other Special Requirements

N/A.

How to apply

1. To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;
2. Register using your ID and personal information;
3. Use received one-time pin to complete the registration;
4. Log in using your username and password;
5. Select Recruitment Jobs;
6. Select Recruitment Citizen to browse and apply for jobs;
7. Once logged in, click the Online Help tab for support if needed.

For support contact the following people: Prudence.masola@sita.co.za, Masoko.rallele@sita.co.za and Zanele.sompini@sita.co.za

CV`s sent to the above email addresses will not be considered

Closing Date: 31 March 2022

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. 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 a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.
- CV`s sent to incorrect email address will not be considered