

Vacancy: Accountants X2

Six (6) months contract. All-inclusive/ Total Cost to Company remuneration package of R26 250.00 per month (non-negotiable)

Requirements:

Bachelor of Commerce in Accounting / Finance or equivalent (NQF 7).
Four (4) years' proven relevant experience as an accountant or auditor.
Experience in GRAP/IFRS accounting standards.
Knowledge of Public Financial Management Act (PFMA), National Treasury (NT) Regulations and policies.
Ability to implement systems and exercise control, to ensure sound financial management.
Experience in Pastel, Xero, Receipt Bank or SAP.
Knowledge and understanding of SCM guideline.
Computer literacy and advanced excel and word.

Ability to work under pressure and work extended hours at times to meet statutory deadlines.
Details of two (2) contactable references to be included with the application.
Candidates should be immediately available.

Key Performance Areas:

Manage the processing and recording of day-to-day amounts of money received and spent.
Reconcile the ledger, including suspense accounts on monthly basis. Maintain accounts payable and receivables.
Processing of Journals. Review and Maintain the General Ledger and Trial Balance. Prepare Monthly, Quarterly and Annual Financial Statements with supporting documentation (Audit File).
Ensure that accruals and commitments are recorded and disclosed in line with relevant accounting standards.
Prepare budgets and monthly budgets expenditure reports.
Compile financial reports to internal users.
Maintain asset register.
Procurement management and Contract Management.
Assist with development of relevant policies and procedures to ensure compliance with relevant legislation and to ensure effective and efficient financial systems.
Compiling and submitting of reports to DSAC and National Treasury within deadlines or as required by the stakeholders.

Recruitment Details

Communication will be limited to the short-listed candidates only.
Short-listed candidates will be subjected to a comprehensive selection process
Should you not hear from us within three (3) weeks after the closing date, consider your application unsuccessful.

Enquiries

Ms Martha Ramafalo
Chief Financial Officer
Email: cfo@whag.co.za
Tel: 053 831 1724

CLOSING DATE FOR APPLICATION: 19 JANUARY 2022

Application can be emailed to cfo@whag.co.za or hand delivered to:

The Chief Financial Officer
William Humphrey Art Gallery
1 Cullinan Crescent
Civic Centre
Kimberley

*The William Humphreys Art Gallery is committed to employment equity and redress.
The William Humphreys Art Gallery is an equal opportunity employer.
The William Humphreys Art Gallery reserves the right not to make an appointment.*