



POSITION DESCRIPTION	
Position Title	Financial Accountant
Description	This position is primarily required to coordinate review and undertake the implementation of financial accounting systems and procedures in line with relevant legislation regulations, frameworks, polices and procedures. It is also required produce accurate monthly, quarterly and annual financial statements as well as to provide support for the efficient recording, disbursement and reporting of operational finances. The incumbent will ensure that proper accounting practices are followed in line with NDA's financial policy and financial accounting requirements including GAAP, GRAP, IFRS, PFMA and National Treasury regulations.
Directorate	Finance
Reports To	Senior Manager: Finance
Position location	Head Office
Peromnes Grade	8
Number of Direct Reports	1
POSITION REQUIREMENTS	
Minimum Qualification	<ul style="list-style-type: none"> • A Bachelor of Commerce degree- Financial Accounting (NQF level 7) • Articles will be advantageous
Essential Experience	<ul style="list-style-type: none"> • Three years' financial accounting and reporting experience • Post-articles experience would be advantageous • Experience with computerised accounting systems
Knowledge	<ul style="list-style-type: none"> • Working knowledge of accounting package e.g. Great Plains • Knowledge of GRAP, PFMA and National Treasury regulations • Knowledge of Public Administration and Accounting Systems • Knowledge of Corporate Governance
Skills & Abilities	<ul style="list-style-type: none"> ▪ Leverage diversity ▪ Negotiation skills ▪ Service motivation ▪ Creativity & innovation ▪ Customer Service orientation ▪ Technology orientation ▪ Good communication skills – written & verbal ▪ High numerical and analytical ability ▪ Facilitation skills ▪ Ability to work quickly and accurately and to adhere to and meet strict deadlines ▪ Methodical and attentive to detail ▪ Discreet and ability to work with confidential information ▪ Flexible, i.e. ability to work as part of a team but also independently as required ▪ Ability to stay current with legal and financial changes and ability to evaluate how these could affect NDA financial operations

	<ul style="list-style-type: none"> ▪ Ability to produce up-to-date reconciliations ▪ Understanding of general ledger set-up ▪ Strong computer technical skills preferably with accounting packages and MS Office
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MAIN AREAS OF RESPONSIBILITY

Financial Management	<ul style="list-style-type: none"> • Day to day management of recording of all financial transactions. • Review, posting and approval of financial transactions processed by accounts staff. • Review of monthly general ledger and weekly bank reconciliations. • Review, posting and 1st level approval of payments to suppliers, funded projects, and salaries. • Perform cash management function. Ensure enough cash is held to pay obligations when they are due and ensure that cash surpluses are held in interest bearing investments. • Develop and maintain a record keeping system for the unit. • Prepare quarterly cash flow projections to determine cash required to meet obligations and funds that can be invested to maximise interest. • Prepare schedules and reconciliations required for year- end audit processes conducted by the Auditor General. • Ensure Accounting records are ready to be subjected to internal and External Audit processes.
Corporate Governance	<ul style="list-style-type: none"> • Ensure that all transactions recorded comply with applicable policies, laws and regulations (e, PFMA, Treasury Regulations, SARS, e.tc) • Ensure that all transactions are recorded in compliance with GRAP standards. • Train NDA staff on Finance processes to ensure compliance with NDA operating procedures and policies
Financial Analysis And Reporting	<ul style="list-style-type: none"> • Prepare monthly and quarterly Management Accounts for internal decision-making purposes. • Prepare Annual Financial Statements that comply with standards of GRAP • Prepare any financial reports that may be required by NDA funders and stakeholders. (National Treasury, Executive Authority and any funders or donors) • Perform analysis of financial reports and reports on variances between budget and actuals and obtain reasons for variances. • Advise and support business units on analysis of financial reports and management of budgets. • Consolidate budget inputs and support Finance manager during preparation of budgets required in accordance with PFMA

STAFF MANAGEMENT	<ul style="list-style-type: none"> • Manage performance and work of subordinates • Prepare and monitor performance contracts of subordinate. • Guide and supervise subordinates.
Internal and External Audit	<ul style="list-style-type: none"> • Ensure that Accounting records are complete, accurate and supported by necessary reconciliation • Maintain record keeping system that ensures that all transactions in the accounting records are supported by valid complete and compliant supporting records. • Attend to queries from Auditors and draft responses to findings raised. • Provide information requested by auditors during audits within agreed timelines

KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
<ul style="list-style-type: none"> • All NDA Staff and Directorates 	<ul style="list-style-type: none"> • Service Providers • Government Departments

Signed by: (Job Holder)	Authorised by:
Date:	Date: