

JOB PROFILE

POSITION DESCRIPTION

Position Title	MANAGEMENT ACCOUNTANT
Description	Coordinate organisational budget processes, produce financial reports for management decision-making, analyse financial performance against budgets, and support business units in maintaining financial discipline and effective resource utilisation.
Directorate	Finance
Reports To	Senior Manager: Finance
Position location	Head Office
Peromnes Grade	8
Number of Direct Reports	0

POSITION REQUIREMENTS


Minimum Qualification	<ul style="list-style-type: none">• Bachelor's Degree (NQF Level 7) in Management Accounting, Cost and Management Accounting, or Financial Accounting with a major in Management Accounting• Postgraduate qualification in Management Accounting advantageous• Professional certification (e.g. CIMA) advantageous
Essential Experience	<ul style="list-style-type: none">• Minimum of 3 years' experience in financial and management accounting• Experience in public sector budgeting and reporting processes advantageous• Experience with computerised accounting systems (e.g. Great Plains, Caseware)

Knowledge	<ul style="list-style-type: none"> • PFMA, GRAP, IFRS, and National Treasury regulations • Budgeting and forecasting methodologies • Public sector finance and expenditure frameworks • Corporate governance, public administration, and accounting systems • Working within the Delegations of Authority
Skills & Abilities	<ul style="list-style-type: none"> • Advanced financial modelling and budget analysis • Excellent written and verbal communication • Strong interpersonal and negotiation skills • High analytical and problem-solving ability • Emotional intelligence and team collaboration • Time management and ability to meet deadlines • Proficiency in accounting software (e.g. Great Plains, Caseware) and MS Office • Ability to lead improvements in reporting systems and processes

MAIN AREAS OF RESPONSIBILITY	
	<p data-bbox="481 893 1037 929">1 Budgeting and Financial Planning</p> <ul style="list-style-type: none"> • Coordinate the annual budget process and prepare budget templates and guidelines • Guide business units in developing and aligning budgets with strategic and operational plans • Consolidate and present organisational budgets to relevant governance structures • Populate budget templates in line with PFMA and National Treasury requirements • Identify cost-saving opportunities and advise management <p data-bbox="481 1444 1029 1480">2 Financial Reporting and Analysis</p> <ul style="list-style-type: none"> • Prepare monthly, quarterly, and annual management reports • Analyse financial performance and investigate variances between actual and budgeted results • Prepare GRAP-compliant half-yearly and annual financial statements • Monitor utilisation of funds managed on behalf of third parties <p data-bbox="481 1848 869 1883">3 Business Unit Support</p> <ul style="list-style-type: none"> • Provide monthly financial analysis and interpretation to business units • Prepare cash flow and budget forecasts in collaboration with departments

	<ul style="list-style-type: none"> • Support costing of ad-hoc projects and programmes <p>4 Reporting Systems and Process Improvement</p> <ul style="list-style-type: none"> • Review and enhance financial reporting tools and systems • Lead implementation of improvements to reporting processes <p>5 Audit Preparation</p> <ul style="list-style-type: none"> • Prepare audit schedules, files, and supporting documentation • Respond to audit findings and implement corrective actions
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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: Bajabulile Mthiyane 
Date:	Date: 8 April 2026