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| <b>JOB TITLE</b>                                                | Assistant Financial Accountant    | <b>GRADE</b>                                                         | 15                                                  |
| <b>POSITION CODE</b>                                            | 30000149                          | <b>OFO CODE</b>                                                      |                                                     |
| <b>DIVISION</b>                                                 | Finance                           | <b>INCUMBENT</b>                                                     |                                                     |
| <b>SUPERVISOR/MANAGER</b>                                       | Senior Manager: Financial Control | <b>JOB TYPE (ACADEMIC/SUPPORT)</b>                                   | Support                                             |
| <b>PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)</b> | Permanent                         | <b>FULL-TIME OR PART-TIME (IF PART-TIME, HOW MANY HOURS PER DAY)</b> | Full-Time                                           |
| <b>COUNCIL FUNDED POST OR OUTSIDE FUNDED</b>                    | Council Funded                    | <b>DATE APPROVED</b>                                                 | 12 April 2021 (SR)<br>Updated 18 November 2025 (HS) |

| <b>MAIN JOB OBJECTIVE/S</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p>To extract and provide supporting schedules and information for the completion of the University's annual financial statements, prepare financial statements for University-related projects, and complete statistical returns for the SA Reserve Bank and others. To provide a service with regard to budget preparation and budget variance investigation for the Finance Division. Maintaining the general ledger system, thereby ensuring the integrity of data and the quality of financial reporting. To provide effective &amp; efficient accounting/administration and control measures in accordance with the University's policies and procedures. This includes Fixed Asset administration and Inventory accounting, various VAT and other SARS-related returns administration forms, and participation in month-end and year-end procedures, including internal and external audit requirements.</p> <p>The Financial Accounting unit is within the Finance Division and operates within a sub-structure where its sub-units report to the Senior Manager: Financial Control.</p> |

| <b>DESCRIPTION OF KEY RESPONSIBILITY AREAS</b>                                    | <b>KEY PERFORMANCE INDICATORS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>FINANCIAL ACCOUNTING &amp; REPORTING INCLUDING STATISTICAL REPORTING – 40%</b> | <ul style="list-style-type: none"> <li>Maintain the General Ledger (GL) structure in the Finance system, ensuring it supports accurate and compliant reporting in the Annual Financial Statements.</li> <li>Execute all month-end routines and financial close processes in the Finance system, ensuring interfaces are reconciled, accruals are processed, and suspense accounts are cleared.</li> <li>Administer Fixed Asset capitalisation, disposals, and depreciation in line with the Finance system Assets module capabilities.</li> <li>Perform year-end routines, including preparing audit schedules, reconciliations, working papers, variance analyses, and supporting documentation drawn from Finance system modules.</li> </ul> |

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|                                                                                              | <ul style="list-style-type: none"> <li>• Serve as the key liaison for external audit coordination, including submission of prepared-by-client (PBC) lists, access to Finance system reports, and audit query resolution.</li> <li>• Coordinate with internal stakeholders across departments to ensure timely audit responses and deliverables in line with audit timelines.</li> <li>• Assist in preparing the University's Interim and Annual Financial Statements, sourcing figures and disclosures from General Ledger, Projects, and Fixed Assets modules from the Finance system.</li> <li>• Review and analyse cost centre reports and provide monthly financial monitoring insights to departments and management using the Finance system's financial reporting tools.</li> <li>• Monitor and review project fund balances periodically to ensure alignment with approved budgets, funding strategies, and financial governance requirements. Where accounts reflect overdrawn positions, assess and respond in line with budget allocations and Delegation of Authority, using Finance system tools to maintain financial discipline and sustainability.</li> <li>• Maintain a compliance tracker system for statutory and management deadlines affecting Financial Accounting outputs; send reminders and follow-ups accordingly.</li> <li>• Compile monthly dashboard reports and financial stats across the Financial Accounting function, including volume, values, and trends pulled from Finance system data.</li> <li>• Ensure correct allocation and recognition of DHET funding through the Finance system, Projects or Grants accounting modules.</li> <li>• Prepare and submit financial templates and compliance schedules for DHET earmarked funding, BOG financial statements, and donor reporting.</li> <li>• Submit required statutory returns such as DHET Statistics, South African Reserve Bank (SARB) reports, and Statistics South Africa returns, using reconciled and validated Finance system-based data.</li> </ul> |
| <b>FINANCIAL CONTROL AND SYSTEM AND PROCESSES ONLINE BANKING &amp; FICA COMPLIANCE – 20%</b> | <ul style="list-style-type: none"> <li>• Ensure adequate financial controls over General Ledger entries, including system-based period closes, balance checks, and accruals.</li> <li>• Authorise and verify payment requests, ensuring source documentation aligns with system workflows and supplier master data.</li> <li>• Conduct reviews to ensure payment integrity, including 3-way matching and exception reports from accounts payable.</li> <li>• Maintain and improve Standard Operating Procedures (SOPs) linked to financial accounting tasks and Finance system processes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                                                                                                                                           | <ul style="list-style-type: none"> <li>• Review system General Ledger structures, including account and branch code configuration, and recommend enhanced reporting and internal control improvements.</li> <li>• Perform duties relative to the FNB electronic banking "Administrator", including resolving queries relating to the online banking system.</li> <li>• Provide administrative support to the Senior Manager: Financial control relating to banking signatories and compliance with FICA/KYC requirements.</li> <li>• Assist with staff training in online banking workflows, finance system, and FICA/KYC responsibilities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           |
| <b>INVENTORY AND ASSETS– 20%</b>                                                                                                          | <ul style="list-style-type: none"> <li>• Perform complete system Inventory module administration, including depreciation, valuation, and movement journals.</li> <li>• Reconcile inventory subledgers with the General Ledger and ensure accurate financial valuation in accordance with IFRS / GRAP standards.</li> <li>• Execute periodic and annual close procedures for inventory with full audit trails maintained in the finance system.</li> <li>• Perform full Fixed Asset accounting &amp; administration function, including ensuring correct categorisation, tagging, depreciation, and write-offs.</li> <li>• Perform monthly and annual reconciliations between the Finance system Fixed Assets module and the General Ledger.</li> <li>• Ensure compliance with GRAP 17 / IFRS for asset classification, valuation, and impairment in the finance system.</li> </ul>                                                                                                                                               |
| <b>VAT ADMINISTRATION IN ACCORDANCE WITH THE VAT ACT, SARS CLASSING RULING IN RESPECT OF THE APPORTIONMENT OF INPUT VAT AT HEIS – 10%</b> | <ul style="list-style-type: none"> <li>• Manage and assist in the review system VAT GL codes and tax configuration, ensuring compliance with the SARS VAT Act and HEI apportionment ruling.</li> <li>• To provide assistance and support to the Senior Manager: Financial control with the preparation of information for claiming VAT based on tax reports and transactional history arising from the SARS class ruling on VAT Apportionment (Annually).</li> <li>• To provide assistance and support to the Senior Manager: Financial control with the preparation of information for claiming VAT based on tax reports and transactional history arising from the SARS ruling on Imported Services (Monthly).</li> <li>• Participate in system VAT module testing and updates, ensuring legislative changes are correctly implemented.</li> <li>• Support departmental training initiatives on VAT processes and configuration in the finance system, in collaboration with the Senior Manager: Financial control.</li> </ul> |
| <b>SUPERVISION - 10%</b>                                                                                                                  | <ul style="list-style-type: none"> <li>• Motivate for appropriate staff via the Senior Manager: Financial Control given the processes and structures of the institution.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|  | <ul style="list-style-type: none"> <li>• Ensure that the business processes are effective and efficient in achieving the purpose of the section's work.</li> <li>• Ensure that appropriate targets are set for staff and that performance against the identified targets and standards is regularly evaluated.</li> <li>• Conduct staff training and development, including induction of new staff.</li> <li>• Supervision of the direct reports of the section, including the following: <ul style="list-style-type: none"> <li>o Participate in the recruitment, selection, and appointment of staff in alignment with the University's policies and procedures.</li> <li>o Facilitate onboarding for new employees and provide ongoing training to ensure staff are proficient in ERP finance systems and financial procedures.</li> <li>o Manage and approve leave requests to ensure adequate staffing while maintaining workflow continuity.</li> <li>o Conduct regular performance assessments, provide constructive feedback, and address performance gaps. Implement corrective actions or disciplinary measures as required to maintain performance standards.</li> </ul> </li> </ul> |
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## **JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

A relevant bachelor's degree or Advanced diploma (NQF 7) in Financial Accounting or Auditing, plus approximately 6 years of experience in financial accounting and reporting, where such experience includes: -

- Preparing Annual Financial Statements in accordance with a recognised financial reporting framework (e.g., IFRS), preparing reconciliations, and audit working papers for a minimum of 3 years.
- Budget preparation and variance analysis, including investigative follow-up.
- Experience in maintaining General Ledger structures and account coding.
- Working knowledge of the VAT Act and its application, and Experience in preparing VAT schedules, reconciliations, and dealing with SARS rulings.
- Experience coordinating external audits and managing audit documentation.
- Advanced computer literacy, especially in accounting systems and Excel.
- Experience with inventory and fixed asset accounting, including depreciation processes.
- A minimum of 2 years of supervisory experience
- Exposure to statutory reporting for DHET, SARB, and Statistics South Africa, and familiarity with restricted vs unrestricted fund accounting in a university context, will be an added advantage
- A thorough understanding and experience of VAT as it applies to Higher Education Institutions will be an advantage

### **COMPETENCIES, I.E., KNOWLEDGE, SKILLS AND ATTRIBUTES**

The job incumbent is required to demonstrate the following competencies: -

#### **PROFESSIONAL COMPETENCIES**

- A thorough understanding of accounting principles
- A thorough understanding of the requirements of the VAT Act & its application in a University environment.
- A thorough understanding of financial statements and their preparation.
- A thorough understanding of budgets and their preparation, with sound numerical ability

#### **PEOPLE AND COMMUNICATION SKILLS**

- Ability to communicate effectively verbally and with superior writing skills in English
- Ability to communicate in other official languages is desirable and will be an advantage
- Ability to interact collegially with staff at all levels of the University community

#### **ADMINISTRATIVE SKILLS**

- Sound Computer literacy: able to work with a word processor, spreadsheets, use the internet and email

- Sound administration within an electronic environment
- Ability to work with deadlines and under pressure

#### **SUPERVISION SKILLS**

- Ability to schedule and allocate work amongst staff
- Ability to motivate the staff and develop a positive and productive work climate
- Ability to develop the staff
- Ability to monitor the quality of work and take steps if the quality is problematic
- Ability to motivate for change amongst the members and get their commitment to the changes proposed

#### **WORK BEHAVIOURS**

- Strong service ethic with a track record of continuous improvement
- Able to work independently as well as be a member of a team
- Actively seeks feedback
- Able to withstand criticism and use constructive criticism to improve service delivery and own contribution
- Professional and able to produce work of high quality
- Shows initiative

#### **PEOPLE MANAGEMENT RESPONSIBILITIES – NUMBER OF DIRECT AND INDIRECT REPORTS**

2

#### **FUNCTIONAL RESPONSIBILITIES**

##### **PLANNING**

(i) What is the most extended (macro) period the job holder has to plan?

1 to 2 years

(ii) Typically, how long are the micro phases/time periods that the macro planning is divided into?

3 to 6 months

##### **ADDITIONAL INFORMATION**

FOR HR USE ONLY - TO BE COMPLETED BY HR

RemChannel Code

**Note: Any changes made to the job profile (other than the incumbent's name, the position code, and the OFO code) must be approved by the P&C Director or the Senior Manager of Specialist HR Services.**