



**INTERNAL/EXTERNAL ADVERT
FINANCE CONTROLLER – PERMANENT
PATTERSON JOB GRADE C4: (Ref No. FCON 112021)
All-inclusive package – R 443 271 CTC PER ANNUM**

Applications are invited from suitably qualified candidates for the **Finance Controller** position that has become available in the **Finance Division**.

MINIMUM REQUIREMENTS & JOB COMPETENCES:

- Degree or Diploma in Accounting or equivalent/CFA Accreditation;
- Intermediate Computer Literacy;
- 3 - 5 years' experience in Finance, ideally in a public entity;
- Thorough understanding of PFMA, PPPFA and Treasury Regulations;
- Working knowledge of Generally Recognized Accounting Practice (GRAP) and Caseware;
- Customer and people orientation;
- Excellent written and verbal communication skills with attention to detail;
- Assertiveness and Resilient;
- Working knowledge of SCM framework and policy;
- Financial Management Skills;
- Leadership Skills.

MAIN DUTIES:

- Check all vouchers before processing for payments;
- Authorize payments in the system (Accounting and Bank);
- Manage monthly ledger, trial balance, vote accounts and suspense accounts;
- Manage general journals and monthly reconciliations;
- Control of Appropriated Funds;
- Clear control account generated by the system;
- Preparation of an internal audit and external audit processes and produce working paper files and resolve queries that may arise from the process;
- Prepare Annual Financial Statements and Consolidated AFS as per GRAP using Caseware system;
- Manage Sage Evolution system (Accpac) and recommend improvements;
- Provide input into reviews and update of accounting and finance policies;
- Oversee petty cash withdrawals and recons;
- Oversee asset management;
- Oversee revenue management and account payables;
- Assist the finance division team by performing any activities that may arise towards achievement of a clean audit;
- Staff Management.

Interested candidates are requested to send detailed CV's for the attention: HEAD – Corporate Services by email to: finacc@shark.co.za Please Quote Ref. No **FCON 112021**, in your correspondence. **Closing Date: 17 December 2021**

*No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us within 15 days after the closing date, please consider your application to have been unsuccessful. **Selection will be made in terms of the entity's employment equity targets.** We reserve the right not to proceed with this application process. All shortlisted applicants will be subjected to pre-screening assessments.*

“APPLICATIONS FROM PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY”