

ADVERTISEMENT

Assistant Accountant: Accounts Payable

Salary Range R 457 434.50 - R 538 158.24 (All inclusive)

OVERVIEW OF THE ORGANISATION

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from www.nmisa.org

THE POSITION:

A vacancy exists in the Finance Department of the NMISA for an Assistant Accountant Accounts Payable to provide support with processing of supplier invoices and payments including foreign suppliers, performing supplier reconciliations and, general financial administration.

EDUCATIONAL QUALIFICATION AND EXPERIENCE:

- Three-year tertiary qualification in Finance / Accounting / Finance Management or related field
- Postgraduate qualification will be an advantage.
- A minimum of 2 years relevant experience in Finance.
- Good knowledge of statutory requirements of SARS in relation to Imports and Exports (Customs etc.)
- A fair knowledge of the application of Treasury Regulations, GRAP standards and PFMA
- A working knowledge Dynamics 365

DUTIES AND RESPONSIBILITIES:

- Receiving and capturing of invoices and ensuring that all liabilities are settled within thirty days of receipt of an invoice.
- Capturing invoices without a product receipt in the invoice register and following up on the approval of the product receipt with relevant individuals.
- Administration of the aging liabilities through prioritisation of long outstanding liabilities.
- Perform suppliers reconciliation and process suppliers payments based on reconciliation performed.
- Administration of foreign payment transactions and the reconciliation of the foreign gains and losses account.
- Reconcile accounts payable balance in the general ledger/trial balance to the subledger monthly.
- Ensure accruals are correctly captured and reconciled monthly

- Follow up on prepayments and prepaid expenses and perform reconciliation monthly
- Ensuring compliance to the subsistence and travelling policies by preparing payments and reconciliations for travel expenses.
- Receiving and inspecting re-imbusement expenses to ensure accuracy of claims
- Process payroll journals and ensure that monthly payroll reconciliations, leave provision recalculation and payments of salaries and third parties are done.
- Submission of required tax declaration forms to SARS (VAT215 and EMP201)
- Ensure that petty cash is reconciled weekly and is replenished and available.
- Process manual bank statement entries into cashbook.
- Assist in performing bank reconciliations
- Ensure adequate filing of documents is maintained.

PERSON SPECIFICATION

The ideal candidate will display the following competencies:

- Analytical approach to work
- Strong verbal and numerical reasoning
- Attention to detail, being careful about detail and thorough in completing work tasks.
- Integrity, the position requires a person to be honest and ethical.
- Cooperation, being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Dependability, being reliable, responsible, and dependable, and fulfilling obligations.

Please note:

NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation. Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications and certified ID.) when applying for the position email NMISA Human Resource at careers@nmisa.org

Only candidates with all supporting documents will be considered for the position.

Clearly indicate which position you are applying for.

Closing date for applications: **11 April 2025**

People with disabilities are encouraged to apply.

Correspondence will be limited to short-listed candidates only. National Metrology Institute of South Africa reserves the right not to appoint. By applying for this position at the NMISA, the applicant understands, consents, and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the relevant authority in relation to the position that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history. You voluntarily give NMISA consent to process your personal information, and all the applications will be processed in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA)