ADVERTISEMENT

Assistant Accountant: Cash Management

Salary Range R478 304.80 – R562 711.53 per annum (all inclusive)

OVERVIEW OF THE ORGANISATION

NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). 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.

PURPOSE OF THE ROLE

- All accounting functions regarding Cashbook Journals.
- Capturing of payments on Standard Bank Business online timeously, ensuring that suppliers are paid within 30 days of receipt of invoice by NMISA.
- Ensuring that all liabilities are settled within 30 days of receipt of an invoice.
- Ensure compliance to the Subsistence & Travelling Policies and review calculations & reconciliations for travel related expenses.
- Cashflow forecast to ensure optimal investment of surplus funds (funds not required for the day/week).
- Administration of petty cash.
- Assist with reporting (drafting of Financial Statements and Management Accounts).

MINIMUM QUALIFICATIONS, SKILLS AND EXPERIENCE

- Three-year Degree (NQF L7) in Finance / Accounting / Financial Management or related field.
- Post-Graduate Qualification will be an advantage.
- A minimum of 3 – 5 years relevant experience.
- A fair knowledge of the application of Treasury Regulations, GRAP Standards and PFMA.
- Working knowledge of Microsoft Dynamic 365.
- Ability to work accurately with emphasis on detail.
- Good interpersonal and communication skills.

RESPONSIBILITIES

1. Cash Management

- Ensure that cash forecasts are done and surplus cash is invested timeously.
- Maintenance of Cashbook

- Download bank statements daily and capture receipts and payments into the accounting system daily.
- Follow-up and handle all queries regarding unidentified transactions on the bank statements.

- Maintenance of credit card entries
  - Download credit card statements daily, ensure that expense reports are submitted for each entry and any charges on the statements are recorded.
  - Follow-up and handle all queries regarding unidentified transactions on credit card statements.
- Petty cash
  - Ensure that petty cash balance is checked, replenished and funds always available.
  - Ensure that all petty cash transactions are recorded in the general ledger daily.
  - Follow-up on all requests for which an expense report has not been received, ensure that all expense reports are submitted within 24 hours of the card being used.
- Capture/upload all payments on the online banking system.
- Ensure that payment packs and proof of payment is attached to all vendor payment journals.
- Assist with foreign vendor payments and booking of the rate in the banking platform.
- Ensure that VAT215 is submitted to SARS and that the VAT is paid timeously.
- Ensure that EMP201 is submitted to SARS and that payment is made timeously.
- Maintain an orderly filing system.

2. Subsistence and Travel Allowances

- Ensure compliance to the Subsistence and Travel Policies.
- Prepare report of substance allowance paid to employees for local and international trips, indicating total per employee.

3. Reporting

- Assist with the drafting of the Quarterly/Annual Financial Statements.
- Assist with preparation of Management Accounts.

4. Additional Responsibilities

- Perform other ad-hoc as may be required by the Senior Finance Manager and the Chief Financial Officer (CFO).

Please note:

How to apply – please read carefully (non-compliant applications will not be considered):
Email your application to **Careers@nmisa.org**, using this exact subject line: **"Assistant Accountant: Cash Management".** Submit only one application per person for this position.

You must attach **THREE separate PDF documents – do not combine them into one file**. Name each file using **exactly these labels – CV, ID, Qualifications – as "Surname Name – Label"**, for example:

- Your CV – e.g. "Mokoena Thandi – CV.pdf"
- A certified copy of your ID – e.g. "Mokoena Thandi – ID.pdf"
- Your qualification certificate(s) – e.g. "Mokoena Thandi – Qualifications.pdf"

Format rules (applications that do not follow these will not be considered):

- All three documents must be in **PDF format**. Word documents, photographs, JPEG/image files and links (Google Drive, OneDrive, Dropbox) will not be accepted.
- Your CV must be a proper PDF created from a document (for example, "Save as PDF" from Word) – not a scan or a photograph – and your full name, cell number and email address must appear at the top of the CV.
- Your certified ID and qualification certificate may be scanned, but must be clear, legible PDFs.

Only applications that include **all three documents, correctly named and in the correct PDF format, will be considered**.

Closing date for applications: **16 November 2026**

The NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to previously disadvantaged candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation.

People with disabilities are encouraged to apply. Correspondence will be limited to shortlisted candidates only. The NMISA 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 positions that require trust and honesty and/or entail the handling of cash or finances, and may also verify the applicant's educational qualifications and employment history. You voluntarily give the NMISA consent to process your personal information.