

ADVERTISEMENT

Accountant: Asset Management and Financial Reporting

Salary Range R511 349.60 – R601 587.76 per annum (all inclusive)

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

Purpose Of the Role

Prepare financial statements in accordance with GRAP standards, PFMA and treasury regulations. Oversee the accounting functions regarding internal controls on accounts receivables, Accounts Payable, cash books, journals, and reconciliations and all bank accounts and petty cash. Assist in the preparation and monitoring of NMISA annual budget including the MTEF/ENE as per National Treasury guidelines. Prepare monthly, quarterly and annual budget reports, including budget variance analysis explanations. Manage the assets and inventory of the organisation. Managing and monitoring physical assets to ensure asset movements is documented, depreciation is correctly calculated, and asset verification is performed. Prepare reconciliation of the fixed asset register and the general ledger. Perform reassessment of useful life yearly.

Minimum Requirements, Skills and Experience

- Post Graduate Diploma in Accounting or related Honours Degree in Finance
- At least 5 years relevant experience, or completed articles
- CA (SA) will serve as added advantage
- Computer literacy, fluent in English, well-spoken and customer service orientated
- Knowledge of GRAP, PFMA and its related regulations and Accounting software/ ERP
- Understanding of internal controls, trial balance management and reconciliations
- Previous experience in a public sector institution would serve as an added advantage

Duties and Responsibilities:

- Prepare Financial Statements in accordance with GRAP.
- Compile the audit file for internal and external auditors
- Assist in putting processes in place which will ensure the integrity and accuracy of financial information.
- Prepare and maintain NMISA annual budget including MTEF/ENE
- Prepare monthly, quarterly and annual budget reports, including budget variance analysis explanations.
- Provide inputs into the development of financial policies and procedures.
- Oversee the accounting functions regarding internal controls on accounts receivables, accounts payables, cash books, journals, and reconciliations and all bank accounts and petty cash.
- Receipt and barcoding of assets at different NMISA laboratories and offices
- Capturing and maintain the fixed assets register, ensuring that it is accurate and complete.
- Prepare PPE note according to GRAP 17
- Review GL for any items that should be capitalised
- Monitor movements of assets

- Plan and execute daily assets verifications, investigate and report variances, make necessary recommendations to resolve discrepancies and update the asset register
- Prepare a monthly reconciliation with supporting schedules of the assets registers to the relevant accounting records and resolve uncleared items
- Ensure that new acquisitions of assets are insured and disposed assets are removed
- Perform the review of useful life of assets annually
- Assist in preparing assets impairments for change in estimates, write-offs and residual values at year end.
- Identify redundant/obsolete and unserviceable assets for disposal
- Ensure compliance with the asset management policy and procedures
- Maintain and manage inventory systems
- Monitor the purchase orders, receiving, storing and issuing of goods.
- Perform inventory count monthly
- Reconcile inventory accounts monthly
- Prepare reports on adjustments to be done to inventories that may be damaged
- Prepare Inventory note as per GRAP 12
- Preparation of the monthly management reports with regard to Inventory and PPE

Person Specification:

The ideal person should have analytical problem-solving abilities and should in nature prefer to get the perfect answer rather than getting the job done quickly. He/she would be a dynamic self-starter not require much supervision. Communication skills, good writing skills and fluency in English are important, as he/she would need to interact and communicate with clients and technical staff on a daily basis. The ability to work both as part of a team and independently is essential.

Please note:

The 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: **31 December 2024**

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).