



INTERNAL AND EXTERNAL ADVERTISEMENT

Overview of the Entity

The Eastern Cape Rural Development Agency (ECRDA) is a schedule 3C entity in terms of the Public Finance management Act, of 1999 as amended, with a mandate to promote, support and facilitate rural development in the province.

Position	: Manager Financial Accounting
Location	: Head Office, East London
Reporting Line	: Chief Financial Officer
Grade	: 16
Start Date	: As soon as possible

Main purpose of the Position

To manage the key performance and result indicators associated with the financial section of the Agency, through implementation of laid down policies and procedures dictating financial reporting and recording requirements, providing input into longer term objective setting and financial planning sequences and directing and executing accounting procedures and processes associated with controlling creditor/debtor accounts, investments and other financial accounting duties.

JOB PURPOSE, DUTIES, AND RESPONSIBILITIES OF THE POST

C1. ESSENTIAL REQUIREMENTS OF THE POST:

Higher Education Qualification

B Comm Honours in Accounting or equivalent (NQF Level 8). A Chartered Accountant CA(SA) will be an added advantage.

Experience

- 8 years working experience
- 6 years' experience at middle management level (equivalent of Manager or Director in the public service)
- Must have served articles either in auditing or accounting
- Proven or evident successful operational and process management within the public sector (provincial or local government).

Competencies Required:

C2. COMPETENCIES AND SKILLS

- Strategic and operational financial management
- Problem solving and analytical skills
- Competent or advanced knowledge and understanding of relevant policy and legislation
- Competent or advanced understanding of institutional governance systems and performance management.
- Governance, ethics and values in financial accounting and reporting
- Legislation, policy and implementation
- Must have extensive knowledge of the public office environment,

- Exceptional and dynamic creativity to improve the functioning of the Agency.
- Project management and implementation
- Monthly and quarterly reporting

C3. KNOWLEDGE AND BEHAVIOURS

- Honesty and integrity
- Ability to deal with pressures and setbacks.
- Strategic direction and Leadership
- Decision making and initiating action
- Professionalism
- Ability to engage with people at different levels
- Knowledge of the PFMA and Treasury Regulations
- Relevant of other applicable pieces of legislation, policies and procedures
- Knowledge of accounting principles and procedures
- Knowledge and understanding of Generally Recognised Accounting Practices (GRAP) including the International Financial Reporting Standards (IFRS)
- Understanding of internal and external audit requirements, processes and standards
- Knowledge of oversight and governance principles
- People management and empowerment
- Knowledge of performance management and reporting
- Programme and Project management.
- Financial management.

- Change management.
- Moral Competence
- Results and Quality focus

C4. PHYSICAL REQUIREMENTS OF THE POST

- Must be physically and mentally sound to perform the duties of the post
- Must be very computer literate (including familiarity with both the financial management system and financial reporting softwares in use in the industry

C5. SPECIAL CONDITIONS ATTACHED TO THE POST

- Ability to communicate ideas effectively both orally and in writing
- Must be completely trustworthy and be able to deal with highly confidential information
- Must be prepared to work long hours and travel where necessary
- Must be able to establish and maintain effective relationship with various divisions within the Agency as well as the shareholder.

Key Performance Areas:

1. Financial Planning and Reporting including governance

Identifies and defines the short medium terms objectives and priorities of the section encapsulating procurement, expenditure and remuneration control functionalities by:

- Review of existing financial related policies to ensure compliance with the prescripts
- Analysing and aligning operating capacity and capabilities of the section to deliver against specific key performance areas;
- Assessing the adequacy of current transactional recording/accounting procedures related to reconciliations, posting, updating and adjustment of

entries and presenting recommendations outlining approaches and processes.

- Interpreting and analysing audit findings and investigational reports with a view to determining levels of interventions required to curb non-conformance and compliance with procedures
- Preparation of GRAP compliant Annual Financial Statements (including the working paper or accounting file)
- To have long term, integrated approach to management of assets
- To ensure the adequate risk cover is provided for ECRDA's assets, liabilities and other risks
- To ensure appropriate risk management for financial accounting for the ECRDA
- Perform any other related duties as instructed by the Chief Financial Officer.

2. Financial Administration - Expenditure Control

Manages applications and sequences associated with recording, authorisation, and execution of expenditure transactions, by:

- Scrutinising supporting documentation and goods receipting sequences against transactional recordings and seeking investigational reports from expenditure processing functions on anomalies on accounts and payment due /made.
- Analysing accounting entries of transactional sequences (salaries, allowances, etc.) and approving processing of adjustments through journal entries, reconciliations and posting to the general ledger creditor control accounts;
- Monitoring transactional sequences associated with expenditure for capital and ad-hoc projects/programmes and approving transactional financial on projects prior to release for management perusal and comment;

- Controlling the updating and recording sequences of transactions in the suspense account of the main ledger;
- Preparing reports and schedule of accounts, sourcing and collating information from audited project financial records to support application for grant funding and/or resolution of claims lodged with the shareholder and other government structures.
- Co-ordinating and guiding specific deadlines and financial reporting sequences associated with audit and legal compliance exercise, checking and verifying information/records submitted satisfies the scope of requirements.

3 Financial Administration - Investments

Manages the execution of specific sequences associated with controlling investments allocated to specific call accounts by:

- Interacting with financial institutions on the status of markets against returns on short term investments and, allocating funds to specific call accounts.
- Updating and maintaining all information, transactional records and investment documentation and registers.
- Completing the necessary sequences to electronically enable transfers from call accounts and/or access status reports and balances for inclusion into financial reports.

4. Financial Administration - Debtors Control Administration

Managers applications and sequences associated with recording, adjustment and updating of the Agency's debtor related transactions and accounts, by:

- Implementing controls to monitor debtor accounts, alerting users to activate or seek approval on specific debt recovery sequences;
- Directing the debtor transactional processing sequences, attending to approval requirements for settlement provisions, updating and

reconciliation of revenue accounts and the preparation of financial reports reflecting the Agency's income status.

- Co-ordinating and guiding specific deadlines and financial reporting sequences associated with audit and legal compliance exercises, checking and verifying information/records submitted satisfies the scope of requirements;
- Monitoring the debtor age analysis to determine progress with recovery and/or seeking reasons for non-compliance.
- Communicating with legal personnel and preparing and/or approving schedules detailing debt incurred, penalties due and legal costs.

GENERAL INFORMATION

The application, which should as minimum contain a covering letter, CV, Certified copy of your Identity document, qualifications and drivers licence must be submitted to recruitment@ecrda.co.za

NB:

- Without prejudice, correspondence will be limited to the short-listed candidates.
- Further be informed that if you have not been contacted within 1 month of the closing date, please accept that your application was unsuccessful.
- ECRDA reserves a right to appoint or not to make an appointment.
- Interviews will be conducted in person, unless stated otherwise.
- Administrative enquiries may be directed via email to recruitment@ecrda.co.za
- Technical enquiries may be directed via email to

Date of issue: 24 January 2024

CLOSING DATE: 06 February 2024. Late applications will not be accepted.