



POST OW-FIN25: FINANCIAL ACCOUNTANT

DURATION: PERMANENT

SALARY: C4 PATTERSON GRADE (FINANCE MANAGER/SENIOR ACCOUNTANT)

CENTRE: OVERBERG WATER BOARD, SOMERSET WEST, WESTERN CAPE.

START DATE: 02 June 2025

Overberg Water is a Water Board established in terms of section 28 of Water Services Act, (No 108 of 1997) and is classified as Government Business Enterprise as per Schedule 3B of the Public Finance Management Act (No. 1 of 1999) as amended.

Job Overview

The position finance management role is responsible for managing the end-to-end financial accounting business process and will be reporting to the senior manager management accounting.

Required Experience, Qualifications and Skills

- a) Degree in finance from a recognised tertiary institution equivalent to a minimum of NQF Level 7 and preferably NQF Level 8.
- b) Completed SAICA or SAIPA articles.
- c) At least 5 to 8 years post article experience as a senior accountant, finance manager or equivalent managing a finance unit.
- d) At least 5 years' experience in preparing annual/interim financial statements.
- e) Understanding of public sector financial reporting including the financial reporting framework (GRAP)
- f) Proficient in Microsoft excel, power point and word.
- g) Ability to work independently with minimum supervision and under pressure.

Main duties/responsibilities

1. Financial Reporting

- a) Preparation of annual financial statements
- b) Preparation of monthly and quarterly internal financial reports
- c) Preparation of external statutory quarterly financial reports.
- d) Preparation of ENE and MTEC for submission to the National Treasury annually.
- e) Perform monthly variance analysis budget against expenditure.

2. Financial accounting

- a) Manage accounts receivable
- b) Manage accounts payable
- c) Manage fixed asset accounting activities
- d) Manage inventory accounting activities
- e) Review monthly reconciliations and to ensure accuracy and maintenance of the general ledger and trial balance.
- f) Ensure billing and collection of revenue.
- g) Ensure timeous and accurate payment to suppliers including VAT.
- h) Ensure annual assets verifications are conducted, and all reconciling items are cleared.
- i) Review journals for adjusting of asset register from the asset management consulting.
- j) Ensure monthly and annual inventory verifications and the clearing of reconciling items.
- k) Maintain a valid accurate, accurate and complete General Ledger and Trial Balance.
- l) Manage the performance of a small team of accountants.
- m) Draft submissions and memorandums for the approval transactions and events by management.
- n) Assist with the review and development of policies and procedures.
- o) Assist with ad hoc projects and participate in Bid Committees.
- p) Coordinate the annual external audit process.
- q) Ensure timeous updating of the asset register

PLEASE TAKE NOTE:

Applicants must submit a comprehensive CV, certified copies of qualifications, Identity Document. Please forward your application quoting the relevant reference number. No late applications will be accepted. Overberg Water Board reserves the right not to fill the position.

16/04/2025

Interested candidates can forward an application with all the necessary documentation to <https://overbergwater.mcidirecthire.com/External/Job?Ref=> before 17h00 on Friday, 15th May 2025.

If you have not heard from us within thirty (30) days of the closing date, please accept that your application was unsuccessful. Overberg Water is committed to Employment Equity and persons from the designated groups will receive preference.

OVERBERG WATER BOARD

16/04/2025 