

Postal Address  
P.O. Box 1329, Rivonia  
2128, South Africa

Physical Address  
270 George Road,  
Noordwyk, Midrand, 1687

Contact  
Call Centre: 0860 100 221  
Telephone: 011 217 0600  
Fax: 011 783 7745



### Detailed Job advertisement

The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is one of the 21 Sector Education and Training Authority (SETAs) established under the Skills Development Act No 97 of 1998 as amended and report to the Minister of Higher Education, Science and Innovation. Its headquarters are based in Noordwyk in Midrand. Applications are hereby invited from suitably qualified persons whose appointment will promote representivity to fill the vacancy below:

**Position: Accountant: Expenditure Management**

**REFERENCE NUMBER:** CATHS13/2023  
**DURATION:** Fixed Term Contract until 31 March 2030  
**JOB GRADE:** Patterson Grade C4  
**SALARY PACKAGE:** R 671 979  
**LOCATION:** Midrand, Head Office  
**REPORTS TO:** Manager: Finance

#### Job Purpose

To support management in meeting and exceeding the overall objectives for effective, compliant financial statements, processing the required payments including managing administrative and disbursement of administrative, mandatory and discretionary grants payments in accordance with the Finance Department checklist and CATHSSETA's compliance standards.

#### Key Performance Areas and Responsibilities

- Review and validate the accuracy of Discretionary payment packs against the payment checklist;
- Evaluate the requests for payments in terms of accuracy, commitments and budget factors;
- Receive captured payments for posting and approval on sage evolution;
- Receive the bank payment list and check for accuracy and completeness;
- Submit to the Finance manager for a recommendation of payment release in the bank;
- Review the reconciliation of the Discretionary grant creditors;
- Obtain the necessary approvals on payment requisitions;
- Check for accuracy of trade and travel management payment packs against the department's checklist and compliance standards;
- Review the EFT file and check for discrepancies and whether corrective action was taken, where necessary;

Job Advert – Accountant: Expenditure Management

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Board Chairperson Mr David Themba Ndhlovu

Board Members Ms Margareth Edith Tukakgomo • Mr Moses Motha • Mr Kennilworth Itumeleng Dichabe • Mr Nkanyezi Joseph Ntuli  
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Shanitha Khan • Ms Lesiroha Matshediso Lesutu  
Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Tabane Manene



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- Monitor that payment requisitions are correctly allocated to the correct contract and claims received are reconciled against contract amount and previous disbursements;
- Efficiently manage Petty Cash floats;
- Prepare the Reports to be submitted to the National Treasury and DHET on a quarterly basis to meet the deadline submission;
- Process payment of monthly salaries;
- Monitor that Board and Board Committee members are paid on time and accurately and in terms of the contracts and the NT guidelines;
- Validate the payment captured for processing;
- Submit claims for authorisation by the Finance Manager and load on Banking for payment;
- Coordinate that mandatory grants employers recommended for payment are approved by the board to ensure that there is compliance with paying mandatory grants;
- Review and validate mandatory grant payments;
- Validate the employer contributions;
- Validate the employer's banking details;
- Resolve all payment queries with employers;
- Review monthly mandatory grant journal and the Levy creditors reconciliation;
- Process and recommend payments for the Finance Manager and CFO's approval;
- Assist in the preparation of the GRAP Financial Statements as per the Annual Financial Statements guidelines and GRAP standards;
- Assisting in clearing Audit Queries and implementing the internal and External Audit recommendations;
- Coordinating internal and External Queries from stakeholders;
- Coach, mentor subordinates and provide capacity development to the subordinates.
- Manage participatory democracy and Batho Pele principles through a caring, accessible and accountable service;
- Advice management of any potential risk leading to non-compliance or over-expenditure; and  
Provide inputs for the development of standards operating procedures and policies.

Board Chairperson Mr David Themba Ndhlovu

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### **Educational Qualifications and Work Experience**

- A Diploma in Commerce, Accounting or Financial Management rated at NQF Level 6 by SAQA or equivalent and relevant qualification;
- A bachelor's degree in a related field will be an added advantage;
- Between 4-5 years' experience as an Accountant in Expenditure Management or finance environment in a public sector of which 2 years should have been spent at the supervisory level;
- Two (2) years' experience in a SETA environment is advantageous;
- Completed articles will be an added advantage; and
- Professional qualification certification (e.g., SAIPA, SAICA, etc.) will be an added advantage.

### **Skills and Knowledge Required**

- Knowledge and understanding of relevant laws and regulations governing the SETAs;
- Principles, methods, practices and techniques involved in strategic Project Accounting;
- Knowledge and understanding of GRAP Standards;
- Good taxation knowledge (Income Tax, PAYE and VAT); and
- Knowledge of Financial Accounting processes and packages.

### **Technical Skills**

- Good analytical
- Computer skills (Microsoft suite)
- Project Management
- Planning and organising

### **Generic Competencies**

- Good interpersonal
- Presentation
- Written and oral communication

### **Core Competencies**

- Client focused and oriented
- Integrity and ethical behaviour
- Pay attention to detail to maintain good quality work
- Accuracy in the output produced.
- Financial acumen



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Applications are to reach CATHSSETA by 16h00 on Monday, 22 January 2024. Any applications received thereafter will be not considered.

CATHSSETA is an equal-opportunity employer committed to the principles of Employment Equity. The applicants are responsible for familiarising themselves with the specific details of the positions they are applying for. Applications must be accompanied by a **signed application form indicating the position you are applying for, and a detailed CV.**

Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to [finrecruit@cathsseta.org.za](mailto:finrecruit@cathsseta.org.za). Correspondence will be limited to successful candidates only. Persons with disabilities are strongly encouraged to apply.

Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Creditworthiness; Previous employment (reference checks); and Qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). CATHSSETA reserves the right to subject shortlisted applicants to a psychometric evaluation in accordance with its policies.

All shortlisted candidates will be expected to avail themselves of an interview at CATHSSETA's convenience. CATHSSETA reserves the right not to make an appointment.

Any queries may be directed telephonically to Ms N Xhalabile on 060 535 8747. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.

*Approved*  
*15/12/2023*  
*[Signature]*