



Vacancies- External Advert

Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act (No 97 of 1998). Applications are hereby invited from suitably qualified natural persons for a period not exceeding the SETA's license period. Cathsseta has the following position available.

1. MANAGEMENT ACCOUNTANT (BUDGET & REPORTING) Ref: CATHS40/2018- HEAD OFFICE

Salary: R370 252- R501 650 cost to company per annum

Job Purpose: To provide financial information to management by researching and analyzing accounting data and preparing reports. To assist in the preparation and management of Cathsseta's annual budget and the Medium Term Expenditure Framework.

Job Requirements: A National Diploma in Cost and Management Accounting/ Financial Management, majoring in Accounting or equivalent is a minimum requirement, At least 3 years' budget and forecasting experience, Experience in a SETA environment is advantageous.

Competency Requirements: Planning and organizing, Deadline driven, Attention to detail, Conflict handling, Stress tolerance, People management and coaching, Report writing, Problem solving and decision making, Knowledge of relevant Public Service Acts (PFMA, Treasury Regulations SDA, SDLA, grant regulations, etc.), SA standards of GRAP, taxation (Income Tax, PAYE and VAT, Knowledge of Financial & Management Accounting processes and packages and experience in maintaining systems functionality

Job Responsibilities: Implement and achieve the strategic and annual performance plans for area of responsibility, Align business activities with strategic and operational plans, Prepare and allocate budget in line with the strategic imperatives of the business per cost Centre, Perform and maintain the PIVOTAL and NON-PIVOTAL calculations on a monthly basis, Review and monitor actuals against budget on monthly basis, Advise management of any potential risk leading to noncompliance or over expenditure, Prepare monthly management accounts and analysis of actuals versus budget, Report quarterly to Treasury and Department of Higher Education and Training as required, Prepare cost centre report and share with all line managers or cost centre managers for sign off and acknowledgment, Open new ledger accounts, Manage the transfer of budget from one account to another, Prepare weekly cash forecast to assist management to transfer funds to bank accounts, Prepare half yearly forecast and quarterly forecasts, Prepare the Medium Term Expenditure Framework in line with Treasury regulations and DHET requirements, Approve and allocate budget to the all GL

account lines on AX system, Propose action plans to address underspending on projects, Advice management of any potential expenditure risks Drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the department, Prepare and evaluate lease/buy calculation decisions, Manage and prepare calculation for potential expenditure exceeding 7.5% and 10.5% admin thresholds, Comply and enforce compliance with all legislative requirements, PFMA, Treasury Regulations, etc, Complete and update medium term expenditure framework annually, Ensure capacity of team members by providing relevant training. Develop PDPs/ILPs to promote succession and talent retention. Monitor implementation of PDPs/ILPs

Please submit your CV and application form indicating reference number and the position you are applying for to Hrvacancies01@cathsseta.org.za by no later than **Friday ,16th November 2018 at 16:00**. Late applications will not be considered.

Appointment will be subject to a compulsory three month probationary period. Remuneration will be commensurate with experience. CATHSSETA is an equal opportunity employer committed to the principles of Employment Equity. If you have not heard from us within one month after the closing date, please consider your application as unsuccessful. CATHSSETA reserves the right not to make an appointment.