



ADVERT: TEMPORARY ASSISTANT MANAGER REPORTING AND REVENUE

<p>TEMPORARY ASSISTANT MANAGER: REPORTING AND REVENUE 3 MONTHS CONTRACT SALARY SCALE: P10 Ref: AgriS0202/2022</p>
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DESIGNATION	Temporary Assistant Manager: Reporting and Revenue
Reporting to	Manager Finance
Division	Finance
Business Unit	Finance
Office Location	Head Office

JOB PURPOSE	To prepare the finance reports and collect revenue
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KEY PERFORMANCE AREAS

KEY PERFORMANCE AREA	FUNCTIONAL OUTPUTS / ACTIONS
Reporting	Assist the finance manager with the following: <ul style="list-style-type: none"> • Prepare National Treasury Reports (Quarterly and Annual reports) • Prepare monthly financial reports • Manage the Standard Chart of Accounts (SCOA) • Draft ad hoc reports
Expenditure	<ul style="list-style-type: none"> • Manage all journals • Prepare all the reconciliations
Revenue	<ul style="list-style-type: none"> • Collect provincial levies • Reconcile the employer's levies • Manage all journals
Cash Management	<ul style="list-style-type: none"> • Prepare monthly cashbook • Prepare all the bank reconciliations
MINIMUM QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> • B.Com (Accounting/Finance) • 3 Years financial working experience • Completed SAICA articles • Competency Certificate on SAGE X3



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Skills Required: <ul style="list-style-type: none">• Attentive to details• Honest and straight forward• Team player• Ability to work under pressure• Presentation and communication skills	Competencies Required: <ul style="list-style-type: none">• Strong knowledge of SAGE X3 and Caseware• Proficiency in Microsoft excel, word and powerpoint• Strong knowledge of GRAP, PFMA, PFMA Regulations and Norms and Standards issued by National Treasury
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Employment Period: 3 months Contract position.

An updated CV with a covering letter (excluding certificates) should be forwarded to:

Recruitment@agriseta.co.za

Closing date: 09 February 2021

Enquiries: Baepi@agriseta.co.za

Note: Communication will be restricted to the shortlisted candidates only. Should you not hear from us (2) two weeks after the closing date, consider your application as unsuccessful.

This advertisement has minimum requirements listed. Management reserves the right to use additional relevant information as criteria for short-listing.
Agriseta is an equal opportunity employer and preference will be afforded to candidates in terms of Employment Equity Plan.