



**GAUTENG COMMUNITY EDUCATION AND TRAINING COLLEGE
VACANCY LIST 4/2023 (Council appointments)**

Applications:

Must be hand delivered at: Head office: Block D, 2nd Floor Crownwood Office Park, 100 Northern Parkway, Ormonde 2091: or email to HR.GCETC@dhet.gov.za

Closing Date: 28 July 2023 at 12H00

NOTE: Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or DPSA website which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Higher Education and Training Gauteng CET College reserves the right not to make appointment(s) to the advertised post(s). Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/ verification. The College is committed to the achievement and maintenance of diversity and employment equity, especially of race, gender and disability. **ENQUIRIES: Ms I.S Maisane 010 900 1154 or Mr M. Maboe 010 900 1168**

POST: Accounting Manager (12 Months Contract)

(Council Appointment)

REF NO: GCETC/AM/01

SALARY: R 318 000 per annum plus 37% in lieu of benefits

LOCATION: Central Office

REQUIREMENTS: Minimum educational qualification: Appropriate 3-year National Diploma/Degree / Associate General Accountant Qualification (AGA). Experience: Appropriate experience that focuses on the Key Performance Areas (KPA's) of the post. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of relevant financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy (i.e. Excel spreadsheets, report-writing, drafting of Word documents and MS PowerPoint presentations). A valid Driver's License, knowledge of all Acts governing your work area: Public note, Public Service Act, 1994, Public Finance Management Act, 1999, Treasury Regulations, Supply Chain Management Framework, Procurement directives and procedures, Government Budget procedures, knowledge of Financial Management systems and all policy and regulation prescripts.



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



GAUTENG
Community Education and Training
CET COLLEGE

DUTIES: Accounting Management, external audits, compliance management tax compliance, financial reporting. Support the CETC in striving for a clean audit outcome and facilitate training and do skills transfers so that CETCs can continue with these functions. Identify and document all the tax legislation and the requirements thereof with which the CETC must comply. Assist the CETC in becoming fully tax compliant. Facilitate the development of an internal control system to ensure tax compliance. Ensure that staff are properly trained and managed in operating and maintaining the internal control system and facilitate training and do skills transfers so that the CETC can continue with this function. Transaction recording and accounting records. Identify and document the classes of transactions, account balances and disclosures. Identify and document the correct accounting treatment and disclosure for each class of transaction, account balance and disclosure, and set up the financial systems accordingly. Identify and document the transaction recording and reporting internal controls for each class of transaction, account balance and disclosure, and set up the financial systems accordingly (This will include source document management and filing systems). Ensure that transactions are captured and reconciled on a daily basis to produce an online real time system that is always accurate and up to date in all respects. Ensure that staff are properly trained and managed in operating and maintaining the templates and methodology and facilitate training and do skills transfers. Monthly and other regular reporting. Assist the CETC to identify all the stakeholders and their information needs, to understand the reporting requirements that the information system has to satisfy. Assist the CETC to identify all the regulatory reporting requirements and budget utilisation monitoring requirements. Assist the CETC to identify the appropriate cost accounting model to be used for the CETC for financial management and planning purposes. Design the chart of accounts to enable reporting that will meet the various requirements and set the financial system up accordingly, in accordance with the overall standard chart of accounts for the CET College. Design and implement a system to control the maintenance of the Chart of Accounts at the CETC, in accordance with the standard chart of accounts for the CET Sector. Assist the CETC to set up standard reporting and analysis templates to meet the needs of the various stakeholders for monthly and other regular interval reporting through system generated reports. Design and implement a system to deliver the required monthly and other regular reporting packs to the various stakeholders. Assist the CETC to bring the reporting for the CETC up to date; and thereafter be kept up to date. Assist the CETC to ensure that staff are properly trained and managed in operating and maintaining reporting system and facilitate training and do skills transfers so that the CETC can continue with this function after the Project completion. AFS Compilation and audit support. Assist the CETC to complete GRAP AFS compilations and audits for the financial years. Conduct financial planning and budgeting system. Integrate the financial planning and budgeting system with the financial reporting system. Assist the CETC to ensure that the templates and methodology are properly implemented and that any software and system integration is correctly installed and set up. Develop cash flow planning and monitoring templates and methodology. Assist the CETC to ensure that the templates and methodology are properly implemented. Management of the Project appointed interns assigned to the College Accounting division. **Enquiries: Ms I.S Maisane 010 900 1154 or Mr M. Maboe 010 900 1168**

Mr CK Wee
Principal: Gauteng CET College

Date: 14/07/2023