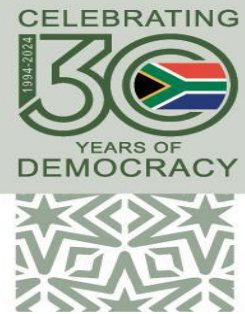




GAUTENG
LEGISLATURE
Your View — Our Vision



INTERNAL/EXTERNAL ADVERTISEMENT

FINANCE

<i>REFERENCE #</i>	<i>POSITION</i>	<i>NO. OF VACANCIES AND SALARY PACKAGE</i>
03012025	Accounting Controller	One (1) P08 R944 441.00 CTC Per Annum

Reporting to: Director: Finance

Purpose: To proactively manage the Accounts Payable process in an effective and efficient manner and to facilitate the timely and accurate processing of payments

KEY PERFORMANCE AREAS

KPA 1: Financial Management

- Approve purchase requisitions within delegations
- Inputs to Directorate operational plans and budget

KPA 2: Risk Management

- Limit audit findings to housekeeping findings in area of responsibility
- Respond to audit requests
- Implement the audit action plan
- Inputs to operational risk register
- Implement risk mitigating controls

KPA 3: Accounts Payable Management

- Review and approve processing of Invoices
- Review of payment batches for processing
- Review Perdiem allowances and S & T claims.
- Review of all proposal list payments and release payments
- Review of international payments proposals
- Post approved payments on accounting system
- Initiate accounts payable journals to be processed

- Review and clear accounts payable general ledger and related control and suspense accounts
- Review salary output report and release salary payments

KPA 4: Monthly Reconciliations and Reporting

- Review and approve the following reconciliations:
 - Creditors reconciliation
 - Petty cash reconciliation
 - Fuel account reconciliation
- Prepare monthly payment reports

KPA 5: Stakeholders Relations

- Ensure timeous resolution of queries
- Actively collaborate and engage with relevant stakeholders

KPA 6: Human Capital Management

- Implement integrated performance management system for subordinates:
 - Performance management
 - Training and development plan
 - Coaching
 - Leave management

Required Competencies

- Analytical Thinking
- Knowledge Management
- Attention to detail
- Problem Solving and Decision Making
- People and Diversity Management
- Relationship Management
- Change Management
- Strategic Management
- Financial Management

Knowledge Required and Skills

- Human Capital Management
- Financial Management
- Change Management
- Conflict Management
- Coaching
- Problem Solving and Analysis

- Risk Management
- Performance Management
- Report Writing
- Financial management systems (ERP)
- Public Finance Management Act (PFMA)
- Finance Management of Parliament and Provincial Legislatures Act (FMPPLA)
- Generally Recognised Accounting Practice Standards (GRAP)
- Procure to pay process
- Legislative and policy framework regulating the accounts payable processes and procedures

Qualifications/Experience Required:

- B Com Accounting/Finance Degree or equivalent NQF 7 qualifications
- Additional Qualifications in line with Job requirements will be an added advantage
- Minimum 1 years working experience in a Public Service/Parliament/Legislative Sector
- Minimum 1 years' experience at Supervisory/Specialist level.
- Minimum 2 years' experience Accounts Payable Management.
- Minimum 3 years of overall experience in a finance environment

Closing Date: 17 February 2025

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post may be subjected to security vetting and screening by State Security Agency, and appointment to the post be determined based on the results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment.

To apply for this position, submit your cv to Hrrecruitment@gpl.gov.za for internal candidates and Hrrecruitment1@gpl.gov.za for external candidates with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references)

Always quote the position reference number on the subject line – applications without a position reference number will not be considered.