

# BE PART OF THIS TEAM

**The East London Industrial Development Zone SOC Ltd** is a State Owned Corporation set up by government through the South African Industrial Development Zones Programme (now the South African Special Economic Zones Programme) to develop, operate and maintain modern infrastructure and to complementarily attract strategic investments for the region.

**POSITION: MANAGER: FINANCIAL ACCOUNTING**

**I Ref: REC/19/22**

**Minimum Requirements:** • CTA/ CIMA/ ACCA • 3 – 5 years articles • 5 years' experience in Auditing or Financial Accounting of which 3 years should be at a management level in related field • Public sector related accounting will be advantageous.

**Required Competencies:** • Computer Literacy (MS Office: PowerPoint, Word and Excel) • Knowledge of Financial Accounting • Knowledge of SCM Policy and Procedure • Knowledge of related legislation Public Finance Management Act, National Treasury Regulations, International Financial Reporting Standards • Knowledge of Risk Management legislation/policy and practices • Knowledge of Annual Financial Statements (AFS) preparation • Knowledge of Auditing practices • Knowledge of VAT and Tax legislation • Knowledge of related standard accounting practices and principles • Knowledge of Asset Management Policy and Asset Management Practices • Extensive knowledge on expenditure processes from an accounting perspective.

**Specific Functional Responsibilities:** • **Management of the Financial Accounting Unit** • Meets regularly to determine strategic and operational objectives ensuring alignment to the organizational strategy • Signs Performance Scorecards for direct reports • Ensures Performance Assessments are conducted as required • Reviews the work done by subordinates for quality and accuracy • **Revenue Management** • Ensures Operational Reporting timeously • Authorize and approves invoices and ensures system records are properly managed • Manages Bad Debt / Non-paying debtors • Develops, Implement, and review Debtors Policy • **Expenditure Management** • Ensures proper maintenance of records and audit trail • Ensures compliance prior to payment authorization and release • Reports on outstanding payments timeously • **Asset Management** • Ensures assets recording on system and calculates asset depreciation, useful life, residual values etc • Claims for lost assets • Maintains updated asset register to reflect changes • Develops, Implement, and review Asset Management Policy • Manages and Report Asset Revenue and Expenditure • **Cash Management** • Ensures review of the Cash Book • Performs Bank Reconciliations • Ensures accurate Cash Balances reporting • Develops, Implement, and review Cash Management Policy • **Legislative Requirements** • Conducts VAT Returns review • Manages Income Tax computations and payments • Submits organisational Tax Return • Inputs into reports for DTI and DEDEAT • Reconciles all benefit and legislative payments as required • **Reporting** • Compile Financial and Organisational Reports • Conducts standard, non-standard and compliance reporting • Reports on Risk Management as per Framework • **Stakeholder Management** • Submits weekly reports to Executive Management • Ensures reporting / compliance of Internal and External audit findings • Liaise with SARS timeously • Provides Financial oversight • Ensures Legislative Reporting (PFMA and Companies Act etc) • **Banking** • Provides oversight over cash on hand calculations • Reports in terms of PFMA, Treasury Regulations etc • Ensures bank accounts management.

Applications must be submitted by e-mail to: [recruitment@elidz.co.za](mailto:recruitment@elidz.co.za).

**The closing date is 27 December 2022.** If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill this position. **The ELIDZ is committed to giving preference to suitably qualified persons with disabilities and to African Females as per our EE Plan.**

**FULL DETAILS AND INFORMATION REGARDING THE VACANCY ARE AVAILABLE ON OUR WEBSITE:**  
<http://www.elidz.co.za> under "Opportunities > Employment"

*The personal information submitted in response to this advertisement shall be processed solely for purposes relating to the position applied for, as mandated in law. The East London IDZ undertakes to ensure that appropriate security control measures are implemented to protect all the information submitted by the applicant.*

Tel: 043 702 8200 | [www.elidz.co.za](http://www.elidz.co.za)

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business streamlined