



JOB PROFILE: MANAGER: MANAGEMENT ACCOUNTANT

1. POSITION DETAIL	
JOB TITLE / FUNCTION	Manager: Management Accountant
LOCATION:	Midrand
DATE REVIEWED:	August 2022
GRADE LEVEL	
OVERALL PURPOSE OF THE JOB	
To record, interpret, report and forecast the activities of the CAA in financial terms and protect its assets.	

2. EDUCATION (FORMAL QUALIFICATION REQUIRED)	
MINIMUM	
B Com Accounting degree or equivalent with articles	
IDEAL	
B Com Management Accounting	

3. EXPERIENCE (MINIMUM EXPERIENCE REQUIRED - TYPE AND NUMBER OF YEARS)	
JOB TITLE / FUNCTION	MINIMUM TIME SPENT IN JOB
Cost and Management Accountant	5 Year(s)
PFMA, GRAP and Budget experience as an added advantage	

4. POSITION IN THE ORGANISATION	
Organisation	SACAA
Division	Finance
Department	Finance
Section	Finance
Position being Evaluated	Manager: Management Accountant
1st Line Manager	Senior Manager: Finance
2nd Line Manager	Executive: Finance
Direct Subordinate(s)	None

5. POSITION DESCRIPTION		
KPA / MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION	DETAILED DESCRIPTION	WEIGHING / TIME SPENT
Management of Operations	<ul style="list-style-type: none"> Designing and or implementing relevant policies, procedures and processes in areas of oversight. Management Accounts <ul style="list-style-type: none"> Produce accurate financial management reports on an ad hoc, monthly and financial year-end basis in accordance with statutory/company policy and procedure requirements. Analyse management accounts and budget variances and identify risks and communicate these risks timeously to management. Coordinate and process authorised budget virements where necessary Assist in the investigation and follow up of unmatched purchase orders to ensure accurate recording of liabilities. Assist in the financial planning of the CAA by developing, coordinating and consolidating and submitting the internal and external budgets. Assist managers with their budget compilation by providing documents, information and assistance. Ensure that a proper fixed assets register is maintained, with proper descriptions, documentation for additions and disposals and accurate depreciation and that it is reconciled to the ledger. Reconcile and control fixed asset clearing accounts to ensure that they are cleared timeously. Signatory on corporate bank accounts, check and release payments and transfers. Perform certain ad hoc investigations and task as may be required from time to time as well as any other responsibilities assigned. 	65
Management of People	<ul style="list-style-type: none"> Conduct tactical planning of resource requirements including human, physical, technical, and financial. Facilitate the achievement of section objective by: <ul style="list-style-type: none"> Managing the execution of the team's KPAs, Ensure that the staff complies with SACAA policies and regulations Ensure development of a manual of procedures and ensure adherence to all internal controls and financial procedures 	5
Client Interaction	<ul style="list-style-type: none"> Meet internal and external service standards and ensure that a positive and professional image of the SACAA in dealing with all client interactions is projected Control and manage responses to client queries, both internally and externally 	10
Reporting	<ul style="list-style-type: none"> Submit monthly, weekly and ad hoc reports relating to financial management activities, including but not limited to: <ul style="list-style-type: none"> Fixed Asset reporting Quarterly National Treasury Template Estimates of National Expenditure (ENE) Medium Term Expenditure Framework (MTEF) National Treasury AFS template 	20
	<ul style="list-style-type: none"> 	

6. Competencies (Skills and Behavioural Attributes)	
CORE COMPETENCIES	PROFICIENCY LEVEL
Judgment and Decision Making	Advanced
Problem Solving and Analysis	Advanced
Attention to Detail	Advanced
Planning and Organising	Advanced
Technological Acumen	Advanced
Innovation	Advanced
Stakeholder relationship management and engagement	Advanced
Self-Leadership	Advanced
Resilience	Intermediate
Learning Orientation	Intermediate

Communication	Advanced	
Report Writing	Intermediate	
Interpersonal Skills	Advanced	
Displays Diplomatic Protocol	Intermediate	
Risk Management	Advanced	
Cross-Functional Collaboration	Advanced	
Learning Agility	Intermediate	
Customer Service Excellence	Intermediate	
Project Administration	Advanced	
Time Management	Advanced	
LEADERSHIP COMPETENCIES		
	PROFICIENCY LEVEL	
Leading Self	Emotional Intelligence	Intermediate
	Adaptability	Intermediate
	Influencing	Advanced
	Learning Agility	Intermediate
	Accountability & Responsibility	Advanced
Leading Others	Leadership	Intermediate
	People Management	Basic
	Diversity Management	Basic
	Negotiation Skills	Basic
	Monitoring and Evaluation	Intermediate
	Conflict Management	Basic
	Developing Others	Basic
Leading the Organisation	Systems and Strategic Thinking	Advanced
	Project Management	Intermediate
	Business Acumen	Advanced
	Change Management	Intermediate
	Corporate Governance and Fiduciary Duties	Advanced
	Financial Acumen	Advanced
	Diplomacy	Intermediate
	Decision Making	Intermediate
FUNCTIONAL / TECHNICAL COMPETENCIES		
	PROFICIENCY LEVEL	
Accounting Skills	Advanced	
Financial Reporting	Advanced	
Revenue Management	Intermediate	
Budget Management and Monitoring	Advanced	
Financial Accounting	Advanced	
Management Accounting	Advanced	

7. PARTICIPANTS			
7.1. INPUT PARTICIPANTS			
PARTICIPANT NAME	PARTICIPANT DESIGNATION		
Andries Jansen Van Vuuren	SM Finance		
Lean Nelson	SM Human Resources		
Mmathapelo Ramaboa	HRBP		
7.2. APPROVED BY			
NAME	DESIGNATION	APPROVED	DATE APPROVED
Asruf Seedat	Executive Finance	Yes	