

 South African Bureau of Standards	<b>Role Profile Checklist</b>			
	<b>Author:</b>	Specialist: OD SABS	<b>Issue Date:</b>	July, 2021
	<b>Approver:</b>	CFO	<b>Review Date:</b>	July, 2024
	<b>Profile Name:</b>	Financial Accountant	<b>Issue No:</b>	1

**ROLE PROFILE**

<b>PROFILE INFORMATION</b>	
<b>JOB TITLE</b>	Financial Accountant
<b>GRADE</b>	TBC
<b>DIVISION</b>	Finance
<b>SUB DIVISION</b>	Financial Reporting
<b>LOCATION</b>	Pretoria
<b>PURPOSE STATEMENT</b>	
To ensure that all financial accounting transactions, reconciliations and practices, cash flow projections, statutory requirements and year-end activities are executed effectively within the scope of control and aligned to International Financial Reporting Standards.	
<b>ROLE RELATIONSHIPS WITHIN THE ORGANISATION</b>	
<b>2ND LINE MANAGER (2<sup>ND</sup> LEVEL)</b>	Chief Financial Officer
<b>1<sup>ST</sup> LINE MANAGER (1<sup>ST</sup> LEVEL)</b>	Head: Financial Reporting
<b>ROLE</b>	Financial Accountant
<b>SUBORDINATE (1<sup>ST</sup> LEVEL)</b>	None
<b>SUBORDINATE (2<sup>ND</sup> LEVEL)</b>	None

Employee's Initials

Manager's Initials

ROLE CONTENT		
<p>The following list of Key Performance Areas (KPA) and activities are not exhaustive. SABS may instruct the employee at any time to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job, or in accordance with operational requirements.</p> <p><b>KPA:</b> What the area of responsibility includes</p> <p><b>Role Activities:</b> What activities and related outputs that are required to implement the KPA</p> <p><b>Weight:</b> What amount of time is reasonably spent on the implementation of the KPA</p>		
KEY PERFORMANCE AREA	ROLE ACTIVITIES	WEIGHT
Functional Management	<ul style="list-style-type: none"> <li>Account for all financial accounting transactions and reconciliations.</li> <li>Ensure that all control accounts and sub-ledgers are reconciled and balanced.</li> <li>Review all reconciliations for accounts within the department's control including fixed asset accounts.</li> <li>Resolve all reconciling items promptly with a maximum lead time of 30 days or agreed timeframes where this differs.</li> <li>Monitor balance sheet accounts and review reconciliations of other departments and/or business units in Finance.</li> <li>Track and monitor prompt resolution of reconciling items on the reconciliation accounts.</li> <li>Review journals from other business units within Finance for correctness</li> <li>Manage and accurately prepare monthly accrual journals.</li> <li>Upload salary journals into the JDE system on a monthly basis before month-end closure in line with set timeframes.</li> <li>Prepare all necessary month-end journals in line with set timelines</li> <li>Prepare reconciliations of all balance sheet accounts which the business unit is responsible for and ensure these are reviewed prior to filing.</li> <li>Serve as a custodian of monthly and year-end files containing reconciliations, journals and all relevant supporting documents.</li> </ul>	75%
	<ul style="list-style-type: none"> <li>Ensure that all balance sheets within scope of control are managed appropriately.</li> <li>Monthly monitoring and reconciliation of all intercompany accounts.</li> <li>Follow up on any unresolved transactions with relevant sections.</li> <li>Review balance sheet accounts on the chart of accounts annually to ensure that no duplicate accounts exist, dormant accounts are blocked and account descriptions are correct.</li> <li>Clean up all transactions and ensure that within a company there is a one-on-one ratio of accounts.</li> <li>Create new general ledger balance sheet accounts whenever required upon approval.</li> <li>Ensure that all sub-ledgers are reconciled with the trial balance and filed accordingly for safe keeping on a monthly basis.</li> </ul>	

Employee's Initials

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	<ul style="list-style-type: none"> <li>• Review fixed asset register monthly to ensure that all fixed assets are accounted for and managed appropriately.</li> <li>• Review monthly fixed asset correction journals ensuring that the asset number accounts and sub-ledgers are correct.</li> <li>• Sign off requests for creation of new assets to ensure that the asset class, acquisition date, depreciation date, depreciation period and wear and tear is correct.</li> <li>• Monitor and review capitalization of fixed assets and assist with capitalization issues.</li> <li>• Review asset classes to ensure that they are in line with SARS requirements with regards to wear and tear allowance and update as required.</li> <li>• Monitor Capital Work In Progress to ensure that it aligns with Asset Management as well as IFRS requirements.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ensure the adequacy of cash resources and cash flow projections.</li> <li>• Conduct a daily review of available cash to ensure sufficient funds for operational requirements.</li> <li>• Compile cash flow projections to enable monitoring of liquidity and financial sustainability</li> <li>• Assist with compilation of financial accounting related such as projected statement of financial position and cash flow for MTEF period for incorporation into corporate plan.</li> <li>• Obtain relevant information from relevant management on cash flow projections for the month.</li> <li>• Analyse trends and reporting on key cash flow ratios, and provide advocacy on outcomes to inform key business decisions.</li> <li>• Upload monthly debit order files for invoices to be recovered.</li> <li>• Provide the relevant information on rejections as they occur to ensure and assist with timely resolution.</li> <li>• Upload and conduct a first review of supplier payments.</li> <li>• Ensure that payments can be processed based on available cash flow.</li> <li>• Optimise payments and payment runs to ensure minimum bank charges.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Prepare the monthly report, highlighting issues within the division and provide feedback on general ledger account status, budget position, cash flow and other relevant information.</li> <li>• Ensure the integration with the various teams in finance to deliver a quality set of results on a monthly basis.</li> <li>• Review tax related expense accounts to ensure that no capital items are expensed.</li> <li>• Review accrual accounts to ensure that items are resolved promptly.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Review the monthly calculation of the VAT liability/asset of the SABS Group.</li> <li>• Manage correspondence and submissions of statutory returns (e.g., to Stats SA, Reserve bank, etc.) and submit once reviewed and approved.</li> <li>• Test any new ERP system enhancements related to the general ledger and fixed asset environment within scope of control.</li> <li>• Assist with bi-annual review of general ledger and fixed asset access for approval by module owner of access provided on the general ledger module within the ERP system.</li> <li>• Conduct a quarterly review of the tax and deferred tax computation.</li> <li>• Prepare quarterly and annual IFRS compliant financial statements.</li> <li>• Review all accounting policies within SABS and ensure compliance to IFRS and align accounting treatment.</li> <li>• Prepare accounting technical opinions to comply with IFRS and the PFMA.</li> <li>• Proactively track new standards not yet effective applicable to the SABS, prepare accounting treatment proposals and develop and drive an implementation plan of the standards.</li> <li>• Provide accounting technical support to colleagues within Finance and business, ensuring that business processes affecting financial reporting aligns with applicable IFRS standards.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Plan all year-end financial activities and ensure the effective communication thereof.</li> <li>• Review audit files and ensure that all required audit schedules are available and all year-end deliverables are met.</li> <li>• Complete all required schedules for tax purposes with supporting documentation.</li> <li>• Manage external auditors' requests, enquiries and findings to ensure that all their requirements are met.</li> <li>• Prepare a detailed action plan to address Finance internal audit findings as well as all external audit findings, track and monitor progress.</li> <li>• Manage the process of obtaining required disclosure information for inclusion in the financial reports that comply to IFRS.</li> <li>• Manage the implementation of new IFRS accounting standards.</li> <li>• Review the annual report to ensure that data was transferred correctly and that there are no formatting issues.</li> <li>• Review the fixed asset disclosure for financial statements with supporting schedules.</li> <li>• Complete the Treasury template for review and manage the process to ensure deadlines are met for completion and delivery.</li> </ul>	

Employee's Initials

Manager's Initials

Risk and Compliance Management	<ul style="list-style-type: none"> <li>Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.</li> <li>Support and provide evidence to all internal and external audit and regulatory requirements.</li> <li>Maintain quality risk management standards in line with ISO requirements.</li> <li>Maintain and enforce all related Service Level Agreements to minimise business risk and ensure business continuity.</li> <li>Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation</li> </ul>	15%
Stakeholder Management	<ul style="list-style-type: none"> <li>Build and maintain effective internal and external stakeholder relationships for the purpose of expectations management, knowledge sharing and integration, and to manage the organisation's reputation.</li> <li>Represent and participate in the organisation's committees and tasks teams when required.</li> <li>Convene and attend meetings and present relevant information stakeholders when required.</li> <li>Ensure efficient communication to all auditors and other finance team members.</li> <li>Ensure the provision of excellent customer service.</li> <li>Resolve queries and problems within span of control and within agreed time frames.</li> <li>Follow up on unresolved queries and complaints where required.</li> <li>Liaise with relevant stakeholders regarding follow-up of information, as required.</li> <li>Schedule year-end financial meetings and record minutes of the meetings for distribution.</li> </ul>	10%

ROLE REQUIREMENTS	
QUALIFICATIONS AND SPECIAL CERTIFICATIONS/REGISTRATION	
REQUIRED	NQF LEVEL
Diploma + Advanced Diploma / B-Degree in Finance or Accounting	7
CA SA (Chartered Accountant SA) registration is essential	
EXPERIENCE	
REQUIRED	LEVEL: Operational Level, Supervisory Level, Managerial Level, Senior Managerial Level, Executive Level
8 years relevant work experience in a Financial Environment	Operational Level

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4 years specialist experience	Operational Level
Proven track record of executing financial accounting transactions and reconciliations, inclusive of month-end files, year-end files, accrual journals, submissions of statutory returns, dealing with year-end audits, etc. in a corporate environment	Operational Level
<b>KNOWLEDGE AND SKILLS</b>	
<b>REQUIRED</b>	<b>LEVEL: Entry Level, Intermediate Level, Advanced Level, Expert Level</b>
Relevant legislation and regulatory frameworks (e.g. Companies Act, PFMA, Income Tax and VAT)	Expert
Risk Management practices and principles	Advanced
Business Acumen	Advanced
Financial budgeting and management processes	Advanced
Fixed Asset protocols	Advanced
Computer Literacy	Advanced
Project Management principles	Intermediate
IFRS	Expert
KING IV principles	Advanced
Asset Management principles and protocols	Advanced
Caseware	Advanced
ERP Systems	Expert
<b>COMPETENCIES</b>	
<b>REQUIRED</b>	<b>DESCRIPTION</b>
Communication	Expresses and articulates key elements of ideas or concepts (both written and verbal) in a logical, descriptive, and comprehensible manner. Anticipates reactions and responds appropriately. Probes and listens for information from others, without interrupting or judging, in order to understand underlying issues.
Results Orientation	Personally does what is required to complete the work. Demonstrates persistence in the face of setbacks. Consistently delivers high quality results on time.
Building Relationships	Initiates professional contact outside of work team, when required by job role. Maintains relationships with internal and external contacts.
Planning and Organising	Establishes and uses effective procedures and systems to monitor and track activities to ensure successful achievement of goals and projects. Identifies and articulates potential risks or problem areas in plans.

Employee's Initials

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Customer Focus	Thoroughly understands the customer's business environment, practices, and core processes. Networks with relevant decision makers at appropriate intervals.
Professional and Technical Depth and Credibility	Demonstrates a working, conceptual knowledge of a narrow professional, technical/specialist, or product area. Applies knowledge for basic problem solving in typical or standard situations. Makes effort to acquire further relevant knowledge. Ability to read schematic drawings.
Quality Focused	Follows established procedures reliably, and delivers work to defined standards of quality. Insists on thoroughness, timeliness, and accuracy of output.
Team Work	Demonstrates a willingness to put team needs before those of self, and contributes to team decision making.
Personal Drive	Accepts responsibility for identifying new and challenging personal development needs. Constantly makes self-assessments for personal development. Is self-motivated and a self-starter.
Problem Solving	Identifies the critical elements of a problem and alternative ways of resolving it. Seeks help when necessary.

#### APPROVAL OF ROLE CONTENT

<b>Job Holder/ Incumbent:</b>	<b>Manager:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>

Employee's Initials

Manager's Initials