



Johannesburg Social Housing Company

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22 May 2023

INTERNAL AND EXTERNAL ADVERT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA). **JOSHCO invites suitably qualified and experienced persons to apply for the following vacant position.**

Position : **Financial Accountant**
Employment Status : **Permanent**
Department : **Finance**

Purpose of the Job: The incumbent is primarily required to produce accurate monthly and annual financial statements as well as to provide support for the efficient recording, disbursement and reporting of operational finances.

Responsibilities (but not limited to the following)

- Income and Expenditure Reconciliation and Analysis is completed
- Balance Sheet Reconciliations are undertaken
- Journals are prepared and loaded
- Monthly reconciliations of subsystems to general ledger are accurately completed (asset system, debtors and creditors sub-ledgers, VIP etc.)
- Salary reconciliations are accurately undertaken
- Petty cash and bank reconciliations are reviewed and signed off
- Plan and execute the annual asset counts. Finalising count results and ensuring compliance of all adjusting entries.
- Review the accuracy of the asset register on a periodic basis.
- Prepare Creditor reconciliations
- Prepare for annual audit
- Implement the financial accounting procedures.
- Comply with internal controls.
- Supports the coordination of activities in the division
- Information is recorded on the relevant system
- Asset management, includes annual asset count, impairment of assets
- Maintenance of asset register
- Responsible for the implementation of sound internal controls
- Monitors compliance with regulatory requirements

- Treasury and cash flow management
- Preparation/review of key reconciliations including reconciliation of bank balances
- Payroll reconciliation – acquisition and capturing of payroll-related input, preparation of bank transfer salary file, completion of salary reconciliation analysis and reports on variations

Minimum Requirements:

- Post-graduate Degree in Accounting or Finance
- Completion of articles will be an advantage
- Relevant certification (e.g. CA, CIMA) will be an added advantage
- At least 5 years in a financial environment
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 will be an added advantage.
- Knowledge of legal and regulatory requirements affecting financial management including; GAAP, GRAP, IFRS, PFMA and National Treasury regulations
- Knowledge of Public / Municipal Administration and Accounting Systems
- Solid knowledge of basic and advanced accounting and financial principles and practices
- Excellent knowledge of cost accounting and reporting
- Excellent knowledge or risk analysis, budgeting and forecasting

Skills and competencies:

- **Generic skills:** Planning, Leadership, Communication, Facilitation, Conflict Management, Ethical, General Management Skills, Financial Data Analysis skills, Budgeting and Budget skills and Problem- Solving skills
- **Technical Knowledge and Skills:** Social Housing Knowledge, MFMA Knowledge, Knowledge of Treasury and City of Johannesburg Policies
- **Attributes:** Emotional Intelligence, Interpersonal Skills, Assertiveness, Attention to detail, Adaptability, Flexibility, Situational Sensitivity

Application Procedure:

Please take note that only online applications will be considered. Please apply by using the following link below, by either copying the link onto browser or click on the link:



https://share-eu1.hsforms.com/1WaofK17zR_a_3S37_13Gbwew554

JOSHCO is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representivity (race, gender, and disability). Correspondence will only be limited to shortlisted candidates and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.

The Closing Date for Applications is 30 May 2023.

**Executive Directors: Mr. Bongani Radebe (Acting CEO & ED), Ms. Nontobeko Ndimande (CFO & ED), Mr. Themba Mathibe (COO)
Mr. Sydney James (Chairperson), Ms. Madonna Rangaka (Acting Company Secretary) Ms. Marilise Francis (NED)
Mr. Tabane Manene (NED), Mr. Andre Smith (NED), Mr. Simon Clarke (NED), Ms. Jacelyn Scott (NED), Ms. Yolandi Erasmus (NED),
Mr. Jacques Watson (NED), Mr. Simon Masemola (NED), Mr. Terry Tselane (NED), Ms. Simphiwe Mnisi (NED)
Registration Number: 2003/008063/30**