

Johannesburg Development Agency (SOC) Limited

The JDA is an agency of the City of Johannesburg that stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg GDS 2040 and the Corridors of Freedom. As development manager of these initiatives, JDA coordinates, manages and implements small- and large-scale capital investment and other local economic development programmes involving both public and private sector stakeholders.

The following exciting and challenging positions are available for achievement-orientated individuals with initiative and a commitment to give substance to this vision.

Accountants (2 Posts)

Purpose of position: The successful candidate will assist the Finance Manager with the planning, coordination and control of the JDA financial management functions by ensuring that the daily accounting and administrative functions of the finance department are maintained to ensure completeness, accuracy and validity of the financial information of the JDA.

Key responsibilities:

- Perform the monthly reconciliation of general ledger balances
- Process capital expenditure claims
- Review accuracy of monthly management fees raised
- Process journal entries and other transactions
- Prepare monthly VAT returns
- Review monthly supplier reconciliations
- Review the accuracy and completeness of the recognition and release of retentions
- Review sub-ledger information for validity and accuracy ie trade payables, trade receivables and fixed assets
- Ensure accurate allocation of expenditure to correct cost centre accounts
- Ensure accuracy of payment batches to be uploaded into the banking module
- Provide support to the Finance Manager in the preparation of reports
- Prepare the audit file
- Liaise with internal and external auditors during the audit processes to ensure that audit requirements are met
- Manage and coordinate the payroll processes
- Prepare monthly National Treasury reports
- Prepare quarterly CaseWare financial statements.

Education and experience required:

- A degree in Accounting or equivalent (postgraduate degree will be an added advantage)
- Must have completed articles (audit and accounting)
- A minimum of 3 years' experience in financial management
- Knowledge of GRAP, MFMA and Companies Act
- Experience with CaseWare
- Demonstrate knowledge of and/or experience in financial management protocols in Local Government or public sector entities/departments
- The ability to think analytically
- The ability to meet deadlines.

This is a 5-year fixed-term performance-based contract. JDA offers a market-related salary commensurate with qualifications and experience.

Please e-mail a detailed CV in MS Word format to recruitment@jda.org.za

Closing date: 12 November 2014

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer and these positions will be filled in line with its EE targets.



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