



POST : **PROJECT ACCOUNTANT**

JOB LEVEL : **CU**

REGION : **EASTERN CAPE**

LOCATION : **EAST LONDON**

DURATION : **PERMANENT**

PORTFOLIO : **PROGRAMME MANAGEMENT SERVICES UNIT**

PURPOSE : To monitor and report on financial progress of projects, undertake project financial reconciliations, approve expenses, and ensure that project invoices are issued to customers and payments collected.

REPORTING : **ADMIN AND FINANCE MANAGER**

REQUIREMENTS : **Formal Qualification:** Bachelor's degree in Accounting or Finance. **Work Experience:** Minimum of 6 years relevant work experience in financial management environment 3 of which should have been in financial and/or project accounting **Competencies:** Project Accounting, Financial Administration, Financial Accounting, Financial Reporting, Financial Ratio analysis, Accounting Packages, Budgeting and cost control, Billing procedures **Skills:** Bookkeeping, Planning, Analytical, Interpersonal, Observation, Problem solving, Computer literacy, Transaction Processing, Information systems and document management, Reporting writing, Client orientation and customer focus

KEY PERFORMANCE AREAS: Analyse, Monitor and report Programme Financials. Perform Programmes Financial reconciliation. Ensure Programme Payment processes are followed and implemented. Ensure that Project billing are accurate. Provide General Functions

Enquiries : **Queen Malema** at (012) 845 2120

The Independent Development Trust is an equal opportunity and affirmative action employer. Preference will be given to candidates whose appointment will enhance the gender and racial representivity of the organisation, in accordance with its equity plan.

Applications must be accompanied by an up-to-date curriculum vitae (including two contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document.

To apply, please forward all CVs to jobs63@idt.org.za. Any questions about the application process may be directed to (012) 845 2000.

Note: *The IDT reserves the right to place the candidate in a location and or project based on the business and operational requirements.* Confirmation of appointment will be subject to the applicant undergoing verifications check and confirmation of the applicant's qualifications. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The IDT will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the IDT. The IDT reserves the right not to appoint anyone to the above post, and to withdraw them, re-advertise them or fill them by way of transfer or deployment if this is considered in the interests of service delivery.

The closing date is 11 June 2023