



# LGSETA

CREATING GREATER IMPACT

The Local Government SETA (LGSETA) was established in terms of the Skills Development Act No. 97 of 1998 and is responsible for skills development within the Local Government sector. The Minister of Higher Education and Training extending their licence period to 31 March 2020 relicensed the SETAs. Accordingly, employment with the LGSETA is determined for a fixed period and aligned to the SETA licence term.

## **VACANCY: MANAGEMENT ACCOUNTANT – (1 POST): Ref no.: MNGTACC/001**

**Position location: Gauteng, Bedfordview**

Responsible for the management accounting function within LGSETA, which includes overseeing the reporting cycle, maintenance and compilation of the budget. The incumbent will report to the finance manager and will be expected to keep abreast with the relevant Finance statutory changes.

**Job Requirements: Minimum:** Bachelor's degree in Accounting or Financial Management; Completed SAICA articles; Honours in Accounting and SETA experience would serve as an added advantage. 3 years related experience in accounting and /or financial management experience related to the grants disbursements, budgeting, reporting, forecasting, document management and compliance to financial standards and regulations; 5 Years within the financial accounting and management field of which at least 2 years must be at management accounting level.

**Key performance areas:** Ensure compliance of financial planning and reporting functions to statutory requirements relating to GRAP and PFMA. Ensure accurate financial reporting through monthly and quarterly reconciliations. Assisting with the preparation of the financial statements including the year-end file for the Auditors. Assist in clearing audit findings raised by both the Internal and External Auditors. Ensure that financial records are safely maintained and stored according to LGSETA policies and financial procedures. Ensure accurate recording and reporting of the commitments schedule for the discretionary grants. Assist in disbursement of discretionary and mandatory grants requirements. Liaise with Department of Higher Education and National Treasury on matters relating to reporting for LGSETA. Ensure timely and accurate quarterly reporting to Department of Higher Education and National Treasury. Ensure that the budget complied is in line with the LGSETA's strategic direction. Provide the required support to ensure that financial processes are effectively and efficiently performed within LGSETA's financial systems. Ensure that budget items are reprioritised based upon changes in the division of expenditure to meet changing LGSETA requirements.

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Interested applicants are invited to send their applications to the following e-mail address: [careers@lgseta.org.za](mailto:careers@lgseta.org.za) for the attention of: Mrs Lebo Magaela. The submitted application/s should consist of a comprehensive Curriculum Vitae (CV) with contactable referee details, covering letter, Copy of qualifications and should clearly state the job title and its reference number.

THE CLOSING DATE: **21 September 2018.**

**NB: The LGSETA reserves the right not to make any appointment, and should you not receive any correspondence from us by end September 2018, please consider your application as unsuccessful.**

**\* Only candidates meeting the minimum job requirements need apply.**

**\* The LGSETA will not be liable for candidates' travel expenses.**