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Johannesburg Social Housing Company

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INTERNAL AND EXTERNAL ADVERT

03 November 2022

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 Manager
Employment Status : Permanent
Department : Finance

Purpose of the Job: This position is responsible for providing financial support, management and administration of the day-to-day financial operations of JOSHCO. The incumbent will be responsible for producing management accounting reports and for ensuring that proper accounting practices are followed online with financial policies, MFMA and related treasury regulations.

Responsibilities (but not limited to the following):

- ◆ Preparing interim and annual financial statement for the organization;
- ◆ Preparing monthly management accounts;
- ◆ Contribute to oversight and monitoring of accounting policies and procedures to ensure compliance with GRAP, statutory accounting, MFMA and any other relevant legislation;
- ◆ Co-ordinate activities to ensure deadlines are met, accurate financial reports are prepared and operational efficiency;
- ◆ Review of monthly payroll and staff costs to ensure accuracy of costs to be capitalized and expensed;
- ◆ Review of revenue for completeness and accuracy;
- ◆ Management of debtors, creditors, bank and cash, expenditure and client relationships;
- ◆ Completed accurate financial statements (general ledger, trial balance, journals, reconciliations including amongst others, bank reconciliations, fixed assets, statement of financial position and financial performance.);
- ◆ Manage and reconcile all general ledger accounts;
- ◆ Review financial reports to ensure errors are prevented and/or detected for example misallocations, omissions and the need for changes in operational processed;
- ◆ First reviewer of annual budget prepared by Management Accountant;
- ◆ Cashflow management;

- ◆ Co-ordinate and review the completion and submission of VAT and Income Tax returns;
- ◆ Calculation of deferred tax and disclosure
- ◆ Oversee maintenance of fixed asset register;
- ◆ Co-ordinate preparation and review of the audit evidence files;
- ◆ Co-ordination and submission of responses to auditors in a timely manner; and
- ◆ Address any other finance related queries from any structures.

Minimum job Requirements, interested applicants must be in possession of:

- ◆ Bachelor of Commerce (B. Comm) in Accounting.
- ◆ Bachelor of Commerce (B. Comm) in Accounting (Honours);
- ◆ Certificate in the Theory of Accounting (CTA)
- ◆ Completed Chartered Accounting (CA) articles, preferably in the public sector
- ◆ Registered CA (SA)
- ◆ Certificate in Municipal Finance Management or Certificate Program in Municipal Development(CPMD) in line with Minimum Regulations on competency level of 2007.
- ◆ Knowledge of relevant acts and Treasury Regulations i.e. MFMA, PPPFA, GRAP, GAAP etc.
- ◆ Sound Knowledge of accounting systems (Sage Pastel and SAP will be advantageous);
- ◆ At least 8 years post articles relevant experience.
- ◆ (Five) 5 years in a management role (Financial Manager, Management Accountant, Financial Accountant or similar);
- ◆ Experience in public sector accounting.

Skills and competencies- The ideal applicant must possess the following skills and competencies:

- ◆ **Generic skills:** Planning, Leadership, Communication, Facilitation, Conflict Management, Ethical, General Management Skills, Knowledge of Financial policy and procedure development and implementation, Financial Data Analysis skills, Budgeting and Budget skills and Problem- Solving skills.
- ◆ **Technical Knowledge and Skills:** Social Housing Sector knowledge, Social Housing Sector Legislation, MFMA Knowledge, Knowledge of Treasure and City of Johannesburg policies, Computer Literacy.
- ◆ **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/1hjJnDe9Th2ZcgtgXDCqRgew554>

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 11 November 2022.