

## JOB ADVERTISEMENT– PROJECT ACCOUNTANT

POSITION NAME:	PROJECT ACCOUNTANT
REPORTING LINE:	SENIOR MANAGEMENT ACCOUNTANT
DIRECT REPORTS:	NONE
SUBSIDIARY/ DEPARTMENT:	FINANCE DEPARTMENT
LOCATION:	CENTURION

### WHO ARE WE?

Ntiyiso Consulting Group is an authentically African and globally wired management consulting firm specialising in all major industries. We deliver sustainable solutions through three subsidiaries, viz. Ntiyiso Revenue Consulting, Ntiyiso Business Consulting and Ntiyiso Industrialization Consulting. Ntiyiso means 'TRUTH' in the Xitsonga language. Therefore, we are naturally inclined to deliver the most trusted solutions to our clients and at the heart of why we exist lies our purpose: to empower institutions that enable Africa's development.

### JOB PURPOSE

Primarily responsible for providing accurate and timely company records by supporting the business with project financial information. A results-driven, highly analytical, and confident individual to operate and improve our company's financial performance and direct our accounting operations. Duties include identification, recording, valuation, accounting, reporting and timely capitalisation of investment projects, reconciling and reporting work in progress, and revaluation and verification activities. Implement finance standard operating procedures and provide asset register information for review. In addition, perform financial data analysis, monitor asset expenditure against approved budget, and ensure financial information accuracy. Perform other accounting duties as assigned by the Senior Management Accountant.

The role requires high analytical thinking and numerical proficiency to provide accurate, reliable, and valuable financial records that fairly present the company's financial affairs. Responsible for maintaining up-to-date and precise finance reporting and documents, aiding positive revenue and economic growth. Implement proper internal controls and uphold the company's governance activities to ensure positive impact and sustainable results. Independent self-starter who can function in a team-oriented environment and develop quickly. Pay attention to detail.

## KEY RESPONSIBILITIES

- Compile and maintain project reports
- Maintain all relevant income and expenditure for each project
- Analyse all project expenses and provide comments.
- Keep project records and contracts to ensure terms are adhered to.
- Review current processes for management accounts preparation and streamline across the business.
- Liaise with external and internal auditors.
- Ensure robust financial reporting across business
- Business Partnering with non-finance managers to develop processes and the understanding of financial requirements
- Creating bespoke financial reports
- Develop financial systems along with IT support to make processes more user-friendly
- Perform financial recordkeeping, as well as protect sensitive and confidential information.
- Keep informed of regulatory requirements and best practices in management accounting.
- Support project analysis, validation of plans, and ad-hoc requests
- Perform any other duty as instructed by the Senior Management Accountant and senior management

## JOB COMPETENCIES – SKILLS, KNOWLEDGE AND ATTRIBUTES

### Behavioural Competencies

- Excellent planning and organising skills
- Highly structured communicator (written and presented)
- Interpersonal skills
- Detailed orientated
- Analytical and numerical ability
- People management/coaching skills
- Team empowerment and delegation
- Entrepreneurial flair
- Results/ performance driven
- Problem Solving

### Technical/ Proficiency Competencies

- Knowledge of IFRS and GRAP
- MS Office suite-MS Excel, MS Word, MS PowerPoint,
- MS Project intermediate/advance
- Business report writing skills
- Strong business/client engagement skills
- Ability to monitor team performance
- Problem-solving skills
- Extensive experience in financial records and document management and filing skills
- Presentation skills
- Strong understanding of the consulting business financial environment
- A high degree of conceptual and hypothesis-driven thinking
- Financial Management
- Excellent proficiency in Procurement Software, Asset Software and Accounting Software

## QUALIFICATIONS AND EXPERIENCE

Prior exposure necessary to perform

- Bachelors/Honours Degree in Accounting | Auditing | Business | Purchasing | Finance or related fields
- Registered Member of an Accounting/Auditing Professional Body Member or related bodies

	<ul style="list-style-type: none"> <li>• Completed CIMA   SAICA   SAIPA Articles or related fields</li> <li>• Minimum 5-8 years of related work experience in a financial/accounting/auditing/consulting operational environment</li> </ul>
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WORKING CONDITIONS AND SPECIAL REQUIREMENTS	
Shift work, Overtime, Travel, Uniform, Special conditions	<ul style="list-style-type: none"> <li>• Expected to work long hours from time to time</li> <li>• A valid driver's license and own vehicle are advantages</li> </ul>
Duration of Employment	<ul style="list-style-type: none"> <li>• Fixed Term Contract</li> </ul>

**TO APPLY:**

Please send your Curriculum Vitae and proof of qualifications to: [careers@ntiyisoconsulting.co.za](mailto:careers@ntiyisoconsulting.co.za)

Consider your application unsuccessful if you have not heard from us two weeks after closing.

**CLOSING DATE:**

Monday: 26 February 2024

17:00 (End of Business)