



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

Vacancy: Senior Accountant x1
(Permanent), Head Office

OVERALL RESPONSIBILITY

The **Senior Accountant** is responsible for the implementation of financial accounting policies, systems, processes, and procedures to ensure accurate financial records and timely reporting up to the level of income statement and balance sheet in order to obtain unqualified audits.

REQUIREMENTS

- A Bachelor's degree, Advanced Diploma in Accounting/ management Accounting or equivalent
- 4 – 6 years' experience in similar environment (of which 3 years at a supervisory level)
- A working knowledge and understanding of the legislation governing the Property Practitioners
- Knowledge of current trends, research methods and practice
- Good background knowledge and understanding of government policy and legal compliance issues in the public sector
- Exceptional Financial Knowledge and Sound understanding of investment models and available portfolios
- Policies and procedures of the fidelity fund, Sound understanding of the industry and business environment
- Legislation applicable to PPRA (PFMA, GAAP, KING IV, TAX, GAAP & GRAP, IFRS).
- Sound knowledge of Caseware, SAP and MS packages

KEY RESPONSIBILITIES

- Support and advise the Unit Manager in the implementation of budget planning, monitoring and reporting mechanisms

- Oversee the management of general ledger and journals
- Financial Reporting and prepare financial statement for PPRA entities
- Developed and implemented Accounts Payable and system and framework (Creditors)
- Develop and implement Payroll system
- Manage operational risks and financial controls for entity
- Perform any ad-hoc tasks as assigned by line manager
- Comply to the budget timetable and maintain budgeting system
- Analyze records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred to project future revenues and expenses
- To manage and follow up on queries that customers may have
- Value adding relationships built with stakeholders
- To ensure that all the PPRA financial policies. Procedures, and legislative requirements are implemented
- Effective administration of revenue section in compliance to relevant legislation, national policies, regulations, frameworks, and guidelines.

REMUNERATION:

R 682,499 ctc per annum

TERM OF APPOINTMENT:

Permanent

HOW TO APPLY:

- Applications must be submitted in writing and must contain the following: detailed CV, motivation for appointment,
- Preference will be given to candidates whose appointment will enhance representivity.
- Applications received after the closing date will not be considered.



The PPRA is an equal opportunity employer. The post is open to all without distinction.

CLOSING DATE: 07 DECEMBER 2022

Candidates should communicate their interest to the above positions by, 07 DECEMBER 2022 through e-mails to vacancies@theppra.org.za (late responses will not be considered)

If no correspondence is received within two weeks of the closing date applicants must accept that their applications have been unsuccessful.