



**PROPERTY PRACTITIONERS  
REGULATORY AUTHORITY**

**Vacancy: Accountant - Head Office  
Permanent**

**OVERALL RESPONSIBILITY**

The Accountant role is responsible for assisting the Senior Accountant in maintaining accurate financial records, timely reporting, and sound investment management systems in order to obtain an unqualified audit report. This includes assisting with the preparation of monthly trial balances, reconciling the balance sheet and investment accounts, monitoring and maintaining debtors and creditors age analyses, and monitoring and maintaining monthly variance reports and quarterly management accounts.

**MINIMUM REQUIREMENTS**

- National Diploma/ Advanced Certificate in Finance/Accounting or equivalent .
- Minimum 3 years' experience in similar environment
- A working knowledge and understanding of the legislation governing the Property Practitioners.
- Good background knowledge and understanding of government policy and legal compliance issues in the public sector.
- Knowledge of current trends, research methods and practice.
- Exceptional financial management knowledge.
- Sound understanding of investment models and available portfolios.
- Sound understanding of the industry and business environment.
- Legislation applicable to PPRA (PFMA, GAAP, KING IV, TAX, GAAP & GRAP, IFRS).
- Reporting and budgeting.
- Results and Stakeholder orientation.
- Emotional Intelligence.

**KEY RESPONSIBILITIES**

- Ensure completeness and accuracy of allocated general ledger reconciliations.
- Ensure the accuracy payroll related processing and Reconciliations.
- Review of weekly and monthly bank reconciliations.
- Review Petty Cash reconciliation.
- Ensure accuracy of Investments/Financial Assets, assets, liabilities and income statement General Ledger accounts (i.e., processing and reconciliations).
- Revenue invoicing and Management by ensuring accuracy of various revenue GL accounts and completeness testing.
- Query management.
- Assist with year-end, Auditor General and Internal Audit related tasks and duties as allocated by Senior Accountant.
- Assist with ad-hock responsibilities from the Senior Accountant.

**REMUNERATION:**

Market related remuneration will be negotiated with the successful candidate.

**TERM OF APPOINTMENT:**

Permanent.

**HOW TO APPLY:**

- Applications must be submitted in writing and must contain a detailed CV and a motivation for application.
- 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: 18 February 2024**

Candidates should communicate their interest to the above position by **18 February 2024** through e-mail to [vacancies@theppra.org.za](mailto:vacancies@theppra.org.za)

Should applicants not receive any correspondence within three weeks after the closing date, they must accept that their applications have not been successful.