



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

**Vacancy: Accounts Officer - Head Office
Temporary**

OVERALL RESPONSIBILITY

The role is responsible for ensuring that all EFT receipts and speed point payments are received and recorded, Reconciliations for Accounts Receivable, Bank Accounts, Payables and all allocated GL accounts are up to date, Resolving of Customer Queries and Manage own file documentation.

MINIMUM REQUIREMENTS

- National Diploma in Accounting/ Finance NQF 6 or equivalent.
- Minimum 3 years' experience in similar environment.
- A working knowledge and understanding of the legislation governing the Property Practitioners.
- A proven track record of customer service delivery, pro-activeness and the ability to integrate the operational requirements in Finance service delivery.
- Good background knowledge and understanding of government policy and legal compliance issues in the public sector.
- Sound understanding of the industry and business environment.
- Legislation applicable to PPRA (PFMA, GAAP, KING IV, TAX, GAAP & GRAP, IFRS).

KEY RESPONSIBILITIES

- To support the optimisation of the section/unit.
- To develop and implement a filing system for all the financial documentation.
- To ensure that there is a manageable financial record within the PPRA.
- EFT receipts and speed point payments are received and recorded.
- To ensure that all the Property Practitioners' audit reports are recorded correctly.
- Effective administration of revenue section in compliance to relevant legislation, national policies, regulations, frameworks, and guidelines.
- To perform the day-to-day processing of accounts payable /receivable transactions.
- To support the budget planning process.
- Perform ad-hock duties.

REMUNERATION:

Market related remuneration will be negotiated with the successful candidate.

TERM OF APPOINTMENT:

Temporary.

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

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