



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

**Vacancy: Fidelity Fund Accountant – Head Office
Permanent**

OVERALL RESPONSIBILITY

This role is responsible for the administration of the Fidelity Fund in terms of section 36 of the PRA Act. The incumbent in this role maintain relevant systems, policies, processes and procedures of the Fidelity Fund in order to effectively identify and mitigate risks, prevent fraud and monitor compliance with legislative, regulatory and good governance requirements and practices.

REQUIREMENTS

- A National Diploma (NQF 6) or equivalent qualification in Financial Accounting.
- Minimum 3 years' experience in a similar environment.
- Degree /BTech in Accounting / Bcompt will add advantage.
- Experience in SAP and Caseware.
- Sound understanding of investment models and available portfolios
- Knowledge of Legislation applicable to PPA (PFMA, GAAP, KING IV, TAX, GAAP & GRAP, IFRS).
- Good background knowledge and understanding of Government policy and finance compliance issues in the Public Sector.
- Good Interpersonal, communication and organising skills.

KEY RESPONSIBILITIES

- Support the optimisation of the fidelity fund.
- Ensure collection of revenue.
- Manage and monitor all the Fidelity Fund financial processes
- Manage General Ledger and Journals.
- Raise monthly transactions in the accounts.
- Review of the monthly journals processed on the system.
- Ensure completeness and accuracy of general ledger reconciliations of all the accounts .
- Effective management of the Accounts Payable.
- Monitor the Cash Book.
- Ensure Accuracy of the annual financial statement.
- Financial controls are implemented in all accounting processes and procedures.
- Administer the claims paid from the Fidelity Fund in terms of section 37 and 38 of the PPRA Act.
- Accounts the funds collected accurately in the records of the Authority.

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 consist of 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 positions by **18 February 2024** through e-mail to vacancies@theppra.org.za

In the event no correspondence is received within three weeks of the closing date, applicants must accept that their applications have been unsuccessful.