



RE-ADVERTISEMENT (Gauteng, Randburg)
Applicants who previously applied for the position are welcome to re-apply

FASSET complies with the provision of the Protection of Personal Information Act. By submitting your application for a position at FASSET, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection related processes.

SUMMARY	
Name of Position	: Assistant Manager: Finance
Closing Date for Applications	: 18 December 2024 @16:00
Commencement Date for Post	: As soon as possible
Salary Offer	: R 771 117.66 p.a (TCTC-Not Negotiable)
Reference	: FAS/RECRUITMENT/ASMF1/2024
JOB IDENTIFICATION	
Department:	Finance
Reporting Line:	Finance Manager
Full-time/Part-time/Contract:	Permanent
PURPOSE OF THE JOB	
To manage Mandatory and Discretionary Grants, Payroll, Data analytics, Audit and Reporting.	
MAIN ACCOUNTABILITIES	
<ul style="list-style-type: none"> • Monitor processing of projects invoices to ensure completeness and proper document management. • Monitor and check all functions, processes and procedures pertaining to accounts payable, • Monitor and check effective cash management, • Prepare the ENE, MTEF, project budget and administrative budget, • Prepare the monthly management accounts and check monthly general ledge reconciliations, • Ensure that all finance policies and procedures are implemented and adhered to, • Cooperate and assist both internal and external auditors during their audit, • Implement audit recommendations, control/mitigate risks associated with the Finance Unit, • Prepare the annual financial statements that are GRAP compliant, quarterly reports to NT and DHET, • Prepare the National Treasury template for annual financial statement using the AFS submitted for audit, • Oversee and review the grant payment and levy receipt. • Analyse project expenditure to assist in the benchmarking of intervention in the entity; • Prepare and maintain the commitment register for all project contract and reporting monthly. 	



- Analyse project expenditure to assist in the benchmarking of intervention in the entity,
- Provide effective and efficient payroll administration service compliant with corporate governance and statutory requirements,
- Manage the salary and bonus review process: prepare schedules for payroll upload, generate reports and statistics,
- Reconcile payroll and ensure monthly timely payroll reports submission,
- Drive the continuous improvement of Payroll Processing within the Finance Department and collaborate with Human Resources Department on all payroll matters.

REQUIRED QUALIFICATION

Qualification	<ul style="list-style-type: none"> • A Degree/Btech qualification in Finance/Accounting or relevant and equivalent qualification at NQF level 7. • A Post Graduate Qualification is an added advantage, • Completed 3 years articles.
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REQUIRED EXPERIENCE

Essential:	<ul style="list-style-type: none"> • Minimum of 6 years' experience in Accounting/Finance and/ audit environment, of which 3 years should be at supervisory level. • Public Sector experience implementing PFMA and National Treasury Regulations is an advantage, • Minimum of 2 years payroll administration is an advantage,
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/COMPETENCIES REQUIRED

Critical	<ul style="list-style-type: none"> • Interpersonal Skills and stakeholders' management. • Cross departmental query resolution. • Strong written and verbal communication skills in English.
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KNOWLEDGE AND SKILLS REQUIRED

Essential	<ul style="list-style-type: none"> • PFMA, National Treasury Regulations, GRAP, is an advantage • Experience in budget preparation and its management processes, • Knowledge of working on the ERP is essential. • Knowledge of working on the payroll system is advantage. • Strong time management and organizational skills. • Adaptability and flexibility. • Comfortable working in a fast-paced environment. • Computer literacy.
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Date of commencement of position

FASSET requires applications for a permanent **Assistant Manager-Finance** to join existing team as soon as possible.

TOTAL PACKAGE

The salary to be offered for this position is **R 771 117.66 p.a (TCTC-Not Negotiable)**



ASSESSMENT

Applicants may be required to undergo a competency assessment.

CONTACT DETAILS

Submit your Full Curriculum Vitae (with 3 references), copies of your Matric certificate, Qualifications and copy of ID by no later than **18 December 2024 @16:00** to: AMF01@fasset.org.za quoting the reference as the subject line: **NB FAS/RECRUITMENT/ASMF1/2024**

For any inquiries regarding the position please contact: Mr Thabo Khwenenyana or Ms Thabile Mgoza, Human Resources Department at **011 476 8570** Should you not hear from FASSET within 6 weeks of the closing date, kindly consider your application unsuccessful. Communication is limited to shortlisted candidates only.



FASSET applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”