



The South African Health Products Regulatory Authority (SAHPRA) is the National Medicines Regulatory Authority established in terms of the ***Medicines and Related Substances Act, 1965, (Act No. 101 of 1965) as amended***, to provide for the monitoring, evaluation, regulation, investigation, inspection, registration and control of medicines, scheduled substances, clinical trials and medical devices, and related matters in the public interest.

Accountant-General Ledger: Finance Department
Ref No.: SAHPRA 008/2022 (Permanent)
DPSA Equivalent NON OSD: TCE SR LEVEL 7 (+ in leu of 37% benefits)
CENTRE: Pretoria

REQUIREMENTS:

Recognized degree in Accounting or Finance (NQF Level 6 or 7) with least 3 years of relevant experience and familiarity with PFMA and relevant Treasury Regulations of a Public Entity.

KNOWLEDGE AND SKILLS:

- Strong administrative and organizational skills
- Willingness to work extended hours as and when required.
- Ability to communicate fluently in English in both written and spoken communication
- Good leadership and decision-making ability
- Critical thinking and problem-solving skills
- Planning and coordination skills
- Ability to manage conflict
- Ability to tolerate stress
- Deadline driven
- Attention to details
- Versatility
- Innovative thinking
- Team player and can work independently

DUTIES:

- Monitoring these processes and investigating transactions and banking activities to identify areas for improvement and detect irregularities
- Investigating all transactions to prevent fraud
- Providing feedback on the effectiveness of internal controls, and those areas where risks relating to banking transactions can be minimized
- Monitoring compliance with established policies and procedures
- Performing weekly bank reconciliations
- Reconciling and verifying of accounts regarding cash on hand and cash at bank
- Preparing journals for adjustments as required (e.g., after Bank is reconciled, or to rectify incorrect allocation of accounts)
- Clearing of reconciling items timeously
- Reconciling (and rectifying customer's ledger accounts
- Reconciling accounts that fall into receivable records with or without the sales invoices
- Reconciling of revenue as per GRAP and internal processes

- Reconciling discrepancies in different accounts
- Maintaining of Deferred revenues and unallocated cash listing
- Maintaining database of clients
- Maintaining receivables age analysis and follow up on long outstanding debt.
- Updating the register of invoices received, checking related documentation and processing approved invoices for payment
- Reconciling the General Ledger to invoices and statements, ensuring accuracy of the information. Loading payments on the system, according to standard procedure, meeting agreed time frames for payment
- Preparing payment advices and forwarding to relevant stakeholders, maintaining accurate payment records on a weekly basis
- Following up on the resolution of invoices over 30 days with relevant stakeholders.
- Loading new suppliers as beneficiaries on the system, as approved by the Management Accountant / Financial Manager
- Reconciling all Supplier accounts with monthly statements, verifying information against the detailed Ledger, for input to monthly reports
- Ensuring that monthly journals are captured and allocated correctly, meeting deadlines for submission
- Assisting in providing specific information in response to audit queries, and preparing documentation requested in a timely manner
- Obtain open PO listing from SCM and following up on possible late invoice
- Maintaining payables age analysis and following up on outstanding payments.
- Preparing of monthly debtor's reconciliations
- Recording payment dates of all invoices and checking supplier statements and confirmation
- Preparing monthly general ledger reconciliations.
- Assisting internal and external auditors by supplying documents and information
- Maintaining required files, reports, and data
- Maintaining constant contact with the customers
- Following up on transactions and providing updates as required
- Checking the status of payments made on the payment run for approved contracts, every week
- Updating budget spend on contracts by capturing the weekly expenditure per contract on the Register
- Following up with Procurement Department regarding outstanding documentation relating to contract payments, as required
- Compiling and updating schedule of contract completion dates and expenditure per contract, for management Accountant / Financial Manager
- Adhering to corporate standards and procedures in all reconciliation activities
- Answering customer queries on financial issues
- Performing other related duties as assigned to meet the needs of the organization
- Continuously improving personal skill set regarding software proficiency, financial analysis, and data processing.

INSTRUCTIONS TO APPLICANTS:

All applications must:

Be submitted with a covering letter clearly reflecting the **name of the position and post reference number**, be signed, accompanied by a comprehensive CV, the names of 3 referees and recently certified copies of ID and qualification/s.

Applications without the afore mentioned will not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).

A separate application must be completed for each post. SAHPRA will not be liable where applicants use incorrect or no reference number on their applications.

Applications must be submitted by email to recruitment@sahpra.org.za, including the required certified documentation as indicated. **DO NOT MAKE ENQUIRIES TO THIS ADDRESS.**

No late or faxed applications will be accepted. CV's will not be returned. Applications, which are received after the closing date, will not be considered.

Further communication will be limited to shortlisted candidates. If you have not received a response from SAHPRA within 3 months of the closing date, please consider your application as unsuccessful.

It will be expected of candidates to be available for selection interviews on a date, time and place as determined by SAHPRA.

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records, citizenship status and previous employment.

SAHPRA is guided by the principles of Employment Equity. Candidates with disabilities are encouraged to apply and an indication in this regard will be appreciated. SAHPRA reserves the right to fill or not to fill the vacant post/s.

Enquiries: Email: Matshepo.mokotong@sahpra.org.za (**DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS**).

CLOSING DATE: 04 March 2022 at 16H00.