



JOB ADVERT

The National Education Collaboration Trust (NECT) was founded as a response to the National Development Plan's call for stakeholders to work together to improve educational outcomes in South Africa. It is a partnership initiative involving government, business, labour and civil society.

The NECT seeks to employ an individual who is experienced, innovative, highly skilled, organised and passionate self-starter in the following position:

ACCOUNTANT (FIXED-TERM)

The Financial Accountant will manage the finance function by ensuring the implementation of policies, processes, procedures, guidelines and systems to ensure the provision of effective finance and procurement services to enable NECT to achieve its overall strategic objectives whilst receiving unqualified audit reports, thus ensuring that NECT is recognized for its level of compliance and sound financial management and corporate governance practices. Additionally, the Financial Accountant will support the implementation of the NECT's overall strategic plan.

Financial Management and Control

- Effectively monitor financial performance through tracking of agreed financial indicators.
- Effectively manage head office and district budgets.
- Identify and implement cost-cutting measures where necessary.
- Ensure that all standard and ad hoc financial reports submitted are accurate and within required time frame.
- Manage financial aspects of signed SLA's with all service providers.
- Develop financial models for each NECT project in consultation with relevant project managers.

Budgeting

- Manage the creation, submission and maintenance of all organisational budgets in line with the financial strategy of the organisation. Actively work with relevant Project Managers and their staff members to manage project budgeting and tracking of expenditure
- Effective oversight of overall organisational capital and operating budgets which includes financial forecasting and risk analysis
- Compilation of Budget and forecasting reports to be submitted to the CEO, Board, EXCO and Audit and Risk Committee.

Policies, Processes and Systems

- Ensure that effective financial and internal control systems, policies and procedures are developed, implemented and reviewed.
- Manage financial management reporting processes in place that are compliant with best practice standards.
- Ensure that service providers expenditure reviews are promptly conducted, weaknesses identified, recommendations issued and followed up for implementation.

Compliance

- Ensure legislative compliance and payment of taxes (tax returns to the Tax Exemption Unit, VAT, PAYE, UIF, etc).
- Manage year-end audits including the coordination of support staff and addressing audit queries.
- Ensure that BEE compliance results are achieved by year-end for required level by, among other things, monitoring spending on BEE identified projects.
- Prepare management accounts and assist with compiling reports to be presented to the Board, EXCO, Audit and Risk Committee, and other NECT stakeholders.

Ad hoc/ transversal

- Provide ad hoc support to the CEO and CFO as required.
- Provide ad hoc support to other NECT programmes/projects.
- Attend to any other relevant and reasonable tasks as may be required from time to time.

Qualifications, Skills and Competencies

- BCom plus 5 years' experience in a similar role.
- Previous experience in an NGO, national government, SOCs or articles at Auditor General South Africa would be advantageous.
- Proficient in MS Word, MS Excel, MS PowerPoint and MS Outlook
- Knowledge of Sage ERP 300 Accounting System advantageous
- Excellent verbal and written communication skills
- Ability to work independently and in a team context
- Skilled in financial modelling
- Strong problem-solving skill
- Ability to pay attention to detail
- Ability to work under pressure - deadline driven
- Solution driven

Post Location

- NECT Head Office, Centurion;

Interested persons should email a CV and covering letter to recruitment@nect.org.za by 20th July 2023.

Only short-listed candidates will be contacted. The NECT reserves the right not to make an appointment.