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**VACANCY ADVERTISEMENT: EXTERNAL**

Thekwini TVET College invites suitably qualified and experienced individuals to apply for the following permanent post based in Durban.

1. **ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING POST X1**

**PERMANENT**

**CENTRAL OFFICE**

**REF: FIN 01/09/2021**

**Notch: R376 596 PA (SL9)**

**Requirements: •**Matric certificate or equivalent **•**Recognised and relevant tertiary qualification (REQV13) in Commerce Accounting or Financial Management • Seven years functional work experience in an overall financial management and reporting role, of which three years should be at managerial (supervisory) level. •Good computer skills (including Word, PowerPoint and Outlook) with excellent Excel skills •Good knowledge of one or more accounting software packages •Leadership and management skills; good communication and interpersonal skills •Good administration skills **•**Valid and unendorsed Code EB Drivers Licence •Experience in the Public Sector will be an advantage.

**Key Result areas: •** Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes **•**Supervise employees to ensure an effective financial accounting service **•** Budgeting – Coordinate, review, analyse and quality assure the budget preparation process •Manage the collection and recording of revenue, debt management and expenditure management for the College. **•**Manage the operational processes, resources and procedures associated with the management accounting functions. **•** Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes •Assisting in design, management and maintenance of credible financial system ensuring that the College has a financial system which produces reports which are accurate, and can be relied upon to produce a confident audit trial •Oversee all financial reports, registers and systems to ensure timeous and efficient extraction of standard and customised financial reports •Ensure compliance with legislation related to public TVET College, thereby ensuring internal audits are clear of negative findings and an unqualified external opinion • Assist in the management of the college cash flow via monthly, quarterly and annual reports; ensuring that the College is liquid at all times **.**

**CLOSING DATE: FRIDAY 29 OCTOBER 2021**

**TO BE INCLUDED IN THE APPLICATION:**

* Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document)), which must be completed in full, signed and dated by the applicant. **NB:** **All parts of the Z83 form must be filled in full.** •Applications must be accompanied by a covering letter clearly indicating experience in the post applying for, a detailed Curriculum Vitae and Copies of Qualifications and Academic Record indicating subjects studied, Identity Document, and Drivers Licence (where applicable) as well as the questionnaire as directed on the application process.
* **NB:** •A certified copy of the SAQA certificate of verification of qualifications must be attached for all foreign qualifications.

**IMPORTANT:** •The employment decision shall be informed by the Employment Equity Plan of the College •The College reserves the right not to make an appointment in these positions •Correspondence will be limited to short-listed candidates only •All successful candidates will be subjected to qualifications verification before appointment •Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**APPLICATION SUBMISSION:**

Please apply through [www.pnet.co.za](http://www.pnet.co.za)

**We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Pnet website and upload all documents required per advert.**

**Enquiries:**

Ms Vuyiswa Madonda 031 250 8408

NB: All applications to include ALL required documentation as listed above. Incomplete applications **WILL NOT** be considered.