

26 January 2021

**The Public Investment Corporation (PIC) invests funds on behalf of public sector entities including the Government Employees Pension Fund. The organization is the largest investment manager in the country and the continent. Applications are invited from dynamic individuals for the following challenging position:**

**Position: Financial Accountant: Permanent**

**Job Grade: \* C5 – D2**

**(Ref: ACCTF005)**

**Salary:** All-inclusive remuneration package negotiable

**Centre:** Public Investment Corporation, Pretoria

**Requirements:**

- Degree in Accounting or equivalent
- Honours Degree in Accounting or equivalent preferable
- 2 - 5 years relevant working experience
- Completed Articles or relevant training

**Duties:**

- Prepare general ledger reconciliations
- Manage creditors clerks and debtors' book
- Analyse and prepare working papers and disclosure notes in terms of IFRS
- Draft financial statements, monitor budgets and review financial transactions
- Prepare PIC Monthly Management Accounts
- Provide accurate and timeous variance and ad-hoc reporting to the PIC Finance department

- Update and Maintain the fixed asset register
- Check and process asset and management fee invoices
- Assist in the management of Internal and External Audits
- Prepare SARS returns e.g. VAT, PAYE, ITR14 Returns, provisional tax
- Releasing of payments on CATs system
- Process requisitions on Greenfields
- Prepare National Treasury Submissions
- Consolidate business budgets for reporting

### **Knowledge:**

- MS Office including advanced Excel,
- IFRS, Company's Act, VAT ACT, Income Tax Act, PFMA and other relevant legislature
- Microsoft Dynamic System (Great Plain)
- Greenfields (Procurement System)
- National Treasury Annual Financial Statement Template and Quarterly Reporting Template
- Caseware

### **Competencies and skills:**

- Interpersonal skills
- Analytical skills
- Coping with Pressure
- Time Management and prioritization
- Problem solving
- Meticulous attention to detail
- A strong focus on meeting deadlines is essential

**Closing Date: 01 February 2021**

**PIC is an equal opportunity employer.**

Please forward the copies of your comprehensive CV's to [Recruitment2@pic.gov.za](mailto:Recruitment2@pic.gov.za)

**\*Grade range is from C5 – D2 commensurate with applicable minimum requirements.**