

08 April 2024

**The Public Investment Corporation (PIC) invests funds on behalf of public sector entities. The organisation is one of the largest asset managers on the African continent. Applications are invited from dynamic individuals for the following challenging position:**

**Position: Junior Fund Accountant (24 Months Fixed Term Contracts \*2)**

**Job Grade: C1- C5**

**(Ref: JFA01/10)**

**Purpose of the role:**

The purpose of the role is to administer record keeping of property-related transactions and maintain controls on the accounting system to assist with the compilation of both financial and non-financial information.

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

**Division:** Finance

**Centre:** Public Investment Corporation, Pretoria

**Requirements**

**Minimum Qualifications:**

- Degree in Accounting or Finance/ National Diploma
- 2-5 years relevant working experience

**Minimum Technical/Core Skill Requirements:**

- Knowledge of IFRS, GRAP, Company's Act, Income Tax Act, PFMA and other relevant legislature
- Broad knowledge of financial policies and practices
- Knowledge of Financial accounting principles.

- knowledge of Property Application Systems, COGNOS Reporting System, Caseware
- Understanding of how the public service operates
- Knowledge of property business
- Applying critical thinking to resolve problems
- Ability to analyze and interpret financial data
- MS Office including advanced Excel
- Collaboration, strong interpersonal, communication and presentation skills

**Duties:**

- Monthly record keeping and maintaining of controls in the Properties Portfolio to ensure that the monthly fund transactions are reflected accurately in the accounting records.
- Prepare monthly reconciliations of the Balance Sheet for the Properties Portfolio, to ensure that the fund transactions are correctly recorded on the accounting system.
- Prepare calculation of management fees, to ensure that fees due to the PIC as asset manager are valid and accurate (i.e. have accrued and calculated as per the applicable client mandate,) and paid timeously.
- Ensure that the adjustment accounts for sold buildings are prepared and settled timeously after transfer, this is to ensure that the buildings are de-recognised on time from the accounting system to ensure accounting records reflect an accurate position of the portfolio at all times.
- Preparation of monthly and bi-annual submissions to SARS (VAT and Income tax), to ensure compliance with tax legislation.
- Preparation of annual financial statements in accordance with applicable accounting standards to ensure statutory compliance e.g., Companies Act.
- Execution of annual asset verification, this is to verify the completeness and existence of assets reflected in the accounting records.

**With the PIC having topped the R2.5 trillion mark in assets under management and in the process of entering the global investment market, it is the best asset manager any serious professional would want to be associated with. It is also one of the better places from which one can serve South Africa.**

**Closing Date: 15 April 2024**

**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 C1- C5 commensurate with applicable minimum requirements.**

***Privacy Notice.*** By submitting your job application, you consent to PIC's processing of your personal information for the purposes of assessing your job application. PIC will process your Personal Information in accordance with applicable laws and the PIC Privacy Policy available [here \(www.pic.gov.za\)](http://www.pic.gov.za). You are free to withdraw your consent at any time, after which, PIC may no longer be able consider your job application.