



The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by section 2 of the Project and Construction Management Professions Act (Act No.48 of 2000) which provides for statutory professional certification, registration and regulation of Project and Construction Management Professions in order to protect public interest.

Position: Junior Accountant: Finance (5 Year Fixed Term)

Salary- Grade C4

Role Description: To ensure accurate and timely transactions in the revenue and asset management accounting area, maintain quality processing, achieve set targets, and provide expertise and support to the team.

1. Monitor and maintain the General Ledger. (Revenue and Assets GLs)
2. Post daily cash receipts
3. Perform account analysis and reconciliation of balance sheet accounts (Assets) & all subsidiary ledgers at the end of each month.
4. Review reconciliations prepared by Administrators. This includes reviewing and explaining major variances
5. Prepare well documented journal entries for approval by the Senior Accountant to accounts as needed ensuring financial records are accurate and properly documented. Resolve accounting discrepancies
6. Reconcile all bank accounts and investment accounts monthly
7. Prepare Revenue and Asset monthly/quarterly/semi-annual/annual reports.
8. Assist Senior Accountant with duties related to the month-end close, year-end close and audit tasks.
9. Monitor asset verification process and reconciliations
10. Assist the Senior Accountant with the coordination of all audit activity. Includes preparation of Schedules and reconciliations as requested by external auditors
11. Ensure accuracy, completeness and validity of invoices generated on the system
12. Ensure accuracy, completeness and validity of allocation of payments and credits processed on the system
13. Ensure transactions recorded are in compliance with relevant accounting standard
14. Maintain internal control with regards to Revenue and Asset management
15. Assist clients with queries

**Key skills required for a procurement specialist:**

- Analytical and Problem Solving
- Teamwork
- Attention to Details
- Time Management
- Data Analysis
- Financial Acumen
- Technology Proficiency
- Communication Skills

**Key Qualifications Required:**

- Grade 12
- Recognised bachelor's degree in accounting, finance, or related field.
- Minimum three (3) years' experience.

**Closing date:10 October 2024**

If you have not heard from us within 2 weeks of the closing date, regard your application as being unsuccessful. SACPCMP reserves the right to make appointments or not. Please clearly indicate the position you are applying for.

Please submit your CV and certified copies of your qualification to:

**E-mail address: [recruitment@sacpcmp.org.za](mailto:recruitment@sacpcmp.org.za)**

Reference: **JNR/FIN/09/2024**