



Budget Clerk 2018-08-29

This vacancy is available at Robben Island Museum in the Finance department reporting to the senior management accountant. The incumbent will be responsible for providing a customer focused management accounting service which meets business needs and ensures that management accounting is used to inform and challenge management actions and decisions. To ensure that the financial planning process is effective and efficient. To assist the senior management accountant to ensure that the operating managers use their resources in the most effective way, utilizing surplus resources constructively and that the budget is adhered to. Also to assist the management accountant to ensure senior operational managers are aware of, and take account of, the financial implications of business plans, budgets, forecasts and any subsequent changes to the budget.

Duties and Responsibilities:

- Supporting the senior management accountant on financial management issues for the sound and proper management of organisation resources;
- Liaising closely with cost centre managers and business units to provide a comprehensive accounting support service, including the provision of financial information and analysis to all stakeholders when requested;
- Co-ordinating and maintaining arrangements for the accurate assessment and completion of budgets including the provision of robust analysis of key variances for all departments;
- Co-ordinating completion of timely and robust forecasts and commentaries to facilitate the decision making process and to challenge forecasts to ensure that all relevant business information has been taken into account, and that reasons for variances are fully documented, communicated and understood, including implications for the balance sheet and cash flow;
- Assisting managers and Accountants in the formulation of financially sound and accurate business plans, presenting alternative financial options whilst maintaining corporate values, operational guidelines, "best practice" and statutory accounting principles, and ensuring that business plan information is recorded accurately in the relevant financial systems;
- Assist in the closing of the Annual Accounts, supporting the business units where necessary;
- To provide an assessment on the capital spend for the year and the impact for the following year's programme on a rolling basis;
- Assist in development and implementation of new and existing financial systems. Proactively identify areas of efficiencies and initiatives to improve and increase efficiencies of financial processes;
- Ensure compliance with all necessary financial procedures (including appropriate budget delegation arrangements and procedures) with regard to budget preparation and maintain an audit trail for compliance;
- Evaluate the effectiveness of the management accounting service provided to stakeholders and make recommendations for improvement. Implement any plans to improve customer service levels and as directed;
- Assist in completing National Treasury and DAC templates;
- Assisting with annual audit preparations.
- Any ad hoc tasks and duties allocated relevant to the budget clerk.

Experience and Technical skills:

- B com degree Accounting or related/ completed National diploma in Accounting or studying towards B Tech in accounting or Cost and management Accounting or related fields;
- 12 months experience (articles, completed internship) and studying towards professional qualification (CIMA, CA, AGA or ACCA) will be advantageous;
- Sound experience of budgeting, accounting, forecasting and resource allocation in a similar organisation.
- Public sector experience will be advantageous
- IFRS and GRAP knowledge advantageous;
- Reporting and financial management in accordance with varied compliance obligations;
- Ability to work under pressure and meet deadlines;
- Strong analytical ability.

RIM is an EE, AA, employer, RIM reserves the right not to make an appointment if suitable candidate are not found. Forward a detailed cv, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to recruitment@robben-island.org.za by no later than 29 August 2018. Note : If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10MB: