



<b>INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: FINANCE</b>		
<b>14 January 2025</b>		
<b>REFERENCE NUMBER</b>	<b>POSITION: PERMANENT</b>	<b>NUMBER OF VACANCIES AVAILABLE</b>
<b>FIN: 03/2025</b>	<b>GRANTS &amp; LEVIES ACCOUNTANT  ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM)  R575 918.00 – R803 551.00</b>	<b>1</b>

MICT SETA seeks to employ a suitably qualified and competent **Grants & Levies Accountant**, To manage the administration and disbursement of mandatory and discretionary grant allocations and payments in accordance with the grant department's checklist and MICT SETA compliance standards.

The role will be based at Midrand Head office and will report to the **Manager Finance: Discretionary Grants**.

#### **MINIMUM REQUIREMENTS:**

- B-Com Accounting (NQF Level 7) or equivalent
- SAICA or SAIPA completed articles will be an advantage
- Three years' experience in managing the administration and disbursement of funds or grants ideally within the public sector.
- Working experience in ERP systems
- Sound knowledge of PFMA
- Sound knowledge of all the accounting prescripts including GRAP
- Knowledge of Treasury Regulations
- Skill Development Act
- Thorough grasp of the Public Sector environment
- Must be prepared to work extended hours from time to time to meet statutory reporting deadlines
- May be required to travel when required
- Valid driver's license

#### **ROLES AND RESPONSIBILITIES**

##### **Strategic Planning**

- Assist in the development of the strategy and budget for the business unit in consultation with the Manager Finance: Discretionary Grants.
- Develop supporting operational plans to ensure execution of the strategic objectives and goals.
- Implement the operational plan by developing operational activities, ensuring alignment to the achievement of strategic objectives.

- Direct and lead the implementation of Unit's initiatives to support MICT SETA in the implementation of its strategy and achieve its objective.
- Monitor and continuously evaluate progress of the business unit's achievements against the operational plan and strategic objectives.
- Use insights gained through business information to compile reports, and metrics to measure success and inform the business decision making process and realign objectives.
- Keep abreast of changes in legislation, regulations and/or the technology environment and respond to changes through adjustments to the strategy and operational plans as required.
- Work closely with the Manager Finance: Discretionary Grants to ensure smooth operations of all Finance related matters.
- Attend industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement.

### **Grants and Levies Management**

- Manage and implement efficient and effective management of levies, mandatory and discretionary grant functions, ensuring compliance to required time frames and legislation and regulations.
- Check for accuracy of grant packs (mandatory and discretionary) against the department's checklist and compliance standards
- Review the EFT file and check for discrepancies and whether corrective action was taken, where necessary.
- Ensure that SDL payment details are captured onto the system for allocation purposes and reconciliations per employer.
- Ensure that grant payment requisitions are correctly allocated to the correct contract and claims received are reconciled against contract amount, contract tranches and previous disbursements.
- Ensure that mandatory grants are approved by the SSP on the system to ensure that there is compliance to paying of mandatory grants.
- Ensure payment requisitions are allocated to the relevant contract.
- Ensure that accurate invoice/claims are captured on the payment system to ensure accurate grant disbursement.
- Accurately file proof of payments in the contract file for future reconciliations and reference
- On a monthly basis, reconcile discretionary grant payments per contract and review for accuracy the mandatory grant disbursement lists.
- Request and receive monthly payroll packs from registered employers and check for accuracy prior to payment allocations.
- Liaise with registered employers to ensure that all the relevant contact and payment details are correct to ensure payments are done timeously and correctly.
- Review, and verify all new funding agreements into the Commitment schedule.
- Ensure that project expenses reflected on the Commitment schedule reconciles to the general ledger for disbursements.
- File records and create quarterly bank detail reports.
- Prepare/review/approve mandatory grants journal on the system.
- Ensure accurate calculation of Mandatory Grants Liability.
- Ensure accurate quarterly mandatory grants payment.
- Prepares/review balance sheet reconciliation.

- Ensure correct calculation of employers receivables.
- Assist with monitoring and reporting on monthly internal expenses and variance commentary.
- Prepare analysis on the SDL files relating to Inters eta transfers in/out.
- Assist in any adhoc activities as required by the business.
- Hold regular meetings with the SSP department.
- Continuously monitor the effectiveness and efficiencies of Levies and Grants processes and procedures and implement improvement and enhancements to optimally support MICT SETA needs and requirements.
- Provide proactive professional support and advice on strategic projects for the organisation.
- Prepare management accounts and budget variance analysis.
- Ensure sound administration and recording across all Levies & Grants processes and procedures.
- Effectively plan, coordinate, manage and execute ad hoc projects.
- Oversee the accurate monthly levy upload process.

### **Risk and Compliance**

- Assist in the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to the function area.
- Preparation of management reports, financial statements and other financial related reports and correspondence.
- Ensure the compilation of sound accurate annual contract commitment reports.
- Assist both internal and external auditors in execution of their audits and ensure all documents needed for the audit are provided.
- Attend to all other queries received from internal and external auditors.
- Ensure financial procedures and process maps and internal controls are adhered to.
- Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.
- Maintain quality risk management standards in line with relevant requirements.
- Maintain and enforce all related Service Level Agreements to minimise business risk and ensure business continuity.
- Adhere to all relevant laws, policies and Standard Operating Procedures throughout the organisation.

### **Stakeholder Management and Relations**

- Close working relationship with regional offices in order to provide project financial management support and expertise to departmental managers and project owners.
- Ensure a close working relationship between the different divisions to ensure the continuous delivery on SETA's financial needs and requirements.
- Initiate & maintain relationships with key stakeholders such as Internal & External Auditors, National Treasury; Department of Higher Education and Training etc.
- Engage stakeholders timeously to ensure that all claim queries and claim supporting documentation is submitted.
- Ensures stakeholders are accurately and timeously paid to build and maintain positive stakeholder relations.
- Assist with grant payment queries as received and ensure timeous resolution.
- Guide and advice on the development & management of project budgets.
- Build and maintain relationships with all MICT business units for the purposes of expectations management and knowledge sharing.

- Provide advocacy on matters related to the Grants and Levies management to empower the MICT SETA stakeholders to make informed decisions.
- Represent and participate in the organisation's committees and tasks teams when required.
- Convene and attend meetings and present findings and business cases to relevant stakeholders when required.
- Implement timeous communication on progress and challenges in achieving the operational plans to impacted stakeholders.
- Attend industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement.

### **People Management**

- Provide appropriate supervision of the team, by planning, assigning, and monitoring tasks aligned to deliver on performance objectives and in response to changes in processes.
- Provide support in the enhancement of relevant knowledge and skills through continuous coaching, mentoring and nurturing of supervised talent.
- Provide support in creating a high-performance culture and manage team performance effectively and provide input into the annual performance goals and measures into individual work plans based on agreed upon objectives.
- Provide support in the management of poor performance and disciplinary matters in line with the MICT SETA's policies and procedures.
- Manage key performance areas of directly reporting staff members to ensure achievement of the agreed objectives.

### **VALUES**

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness

### **BEHAVIOURAL COMPETENCIES**

- Analytical and problem solving
- Persuasive and Influencing
- Proactive and work well under pressure
- Decision making
- Deadline driven
- Attention to detail
- Interpersonal relations
- Team Player
- Networking and Influencing skills

### **FUNCTIONAL COMPETENCIES**

- Strategic planning
- People management
- Budget and Financial Management
- Change Management
- Excellent Communication (verbal, written and presentation)
- Risk Management
- Stakeholder Relations Management
- Business Report Writing
- Project Management
- Organizing and Planning

**Application:**

Please click the link to apply <https://forms.office.com/r/s0wa7ryRVA> by no later than **23 January 2025**.

Queries may be directed to 011-207-2649.

Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications as unsuccessful. Please note that this is an open position.



**White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.**

**POPIA DISCLAIMER-** By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)