



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20260323/2853
BPS Vacancy Number:	VAC01098/25, VAC01093/25 & VAC01105/25
Job Title:	Financial Accountant
Job Level:	C4
Vacancy Type:	Internal & External
Salary Range:	R409935.00 - R614903.00
Organisation Name:	State Information Technology Agency
Division:	FIN: Office of the CFO
Department:	FIN: HOD Financial Accounting
Employment Type:	Contract
Contract Duration:	3 years
Location:	SITA Erasmuskloof
Number Of Openings:	3

Purpose of Job:

The role is responsible for ensuring the timely and accurate processing of accounting related transactions to be presented in the financial statements that are GRAP compliant. This involves activities such as reconciliations to ensure that transactions are recorded and processed accurately and timely around the following functions but not limited to Accounts Payable, Accounts Receivable, Debt Management, Revenue, Receiving GRV, Asset Management, external reporting, audit management and PFMA compliance. Additionally, the role would evaluate policies and procedures, key environmental controls from a GRAP compliance perspective and to drive its implementation.

Responsibilities:

Drafting business processes SOP relating to the different functions as stated in the purpose of the job. Review the internal controls within finance, reporting and addressing weaknesses that are identified to ensure alignment with policy and statutory legislation. General Finance and audit administration. Preparing financial statements year end lead schedules including related reconciliations. Applying retrospective application to transactions relating to prior period errors.

Qualifications and Experience:

Required Qualification: minimum 3-year National Diploma/bachelor's degree in accounting (NQF 6/7).

Experience: Completion of the 3-year SAICA articles. Experience in GRAP or IFRS. Post articles experience would be an advantage.

Knowledge:

Business Writing Financial Accounting GRAP or IFRS Analytical thinking Understanding of relevant legislation, including PFMA and Treasury regulations Identification of risk Implementation of internal controls

Technical Competencies

Financial Accounting

The process of recording, summarizing, and reporting the myriad of transactions resulting from business operations over a period of time.

Interpersonal and Behavioural Competencies

Active listening

The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.

Attention to Detail

The ability to ensure information is complete and accurate.

Disciplined

Showing a controlled form of behaviour or way of working, diligently.

Empathy

The ability to understand and share the feelings of another.

Stress Management

The ability to keep functioning effectively when under pressure and maintain self control in the adversity.

Additional Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: <http://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <http://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: egovsupport@sita.co.za or Call: 0801414882

Closing Date : 02 Apr 2026

Disclaimer

*****NB: EMAILED CV'S WILL NOT BE ACCEPTED*****