

Address of Registered office:
Old Government Printers
No. 5 Textile Road
Vulindlela Heights
Mthatha
5099

Postal Address
P.O. Box 1134
Mthatha, 5099



Tel : +27(0) 47 531 0346
Fax : +27(0) 47 531 4121

Email : info@ntinga.org.za

Website : www.ntinga.org.za

External Advertisement: Ref No: HRM/06/2023

Ntinga O.R. Tambo Development Agency SOC Ltd, an Entity of O.R. Tambo District Municipality, is looking for suitably qualified and experienced candidate to fill the following position:

- 1. ACCOUNTANT (PROJECTS) X1
PERMANENT
LOCATION: HEAD OFFICE - MTHATHA
SALARY: R324 918.00 (GRADE C2 PATERSON GRADING SYSTEM)**

Responsibilities:

- Perform billing and Preparing pre-billing reports for project managers to review.
- Follow up on payment and be the relationship contact person.
- Reviewing budgets, including staffing, work plans, and fee structures.
- Ensure revenue generation.
- Providing managers and clients with timely financial reports and budgets, as well as project forecasts.
- Preparing actual costs, working capital, and tax reports.
- Monitoring receivable income and supporting project managers with collections.
- Issuing invoices and purchase orders, as well as paying consultant, subcontractor, vendor, and supplier bills.
- Ensuring a steady cash flow by generating, auditing, and sending invoices in a timely manner.
- Updating contracts according to client requirements and reporting associated budget amendments.
- Reporting to the Manager: Accountant or other project managers as required.

Post Requirements:

- Matric + Bachelor's degree in Accounting.
- 5 - 7 years' experience in Finance & Admin or Project Accounting.
- Proficiency in electronic accounting systems.
- A valid Code B driver's license is required.

Ntinga O. R. Tambo Development Agency SOC Ltd: A Municipal entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)
Directors: Dr L. L. Ndabeni (Chairperson), Dr N.T Ndudane, Mr T Yako, Mr. L Mbiko (CEO), Adv. S Mancotywa, Z.W Xalisa
M.J Sikhosana, Mr. M.P Madikiza, Ms. S Ndlondlwana (Company Secretary).

Special skills, mental or personality requirements:

- Advanced proficiency in managing general ledgers, journal entries, and account reconciliations.
- Exceptional ability to prepare project budgets, financial forecasts, and tax reports.
- Extensive experience in project invoicing and billing.
- In-depth knowledge of best practices in accounting.
- Excellent communication skills toward effective collaboration and client services.
- Ability to meet deadlines and deliverables.

Please forward your application letter, CV, certified ID copy, valid driver's license and certified copies of qualifications of **not older than three months**: The Human Capital Manager- Ntinga O.R. Tambo Development Agency P.O. Box 1134 Mthatha, 5099 alternatively **forward your application to:** recruitment@ntinga.org.za

Or hand deliver to No 5 Textile Road, Ntinga OR Tambo Development Agency, Southernwood, Mthatha 5099 popularly known as OR Tambo Hall)

Preference will be given to suitably qualified from designated group, specifically women & people with disabilities. The Entity reserves the right not to continue with the interviews and appointment if it feels no suitable candidate could be found.

If you do not hear from us within 90 days after the closing date, you may regard your application as unsuccessful.

The successful candidate will be subjected to background checks/screening.

For further details of the advert please visit www.ntinga.org.za

Enquiries can be directed to Ms O. Gangata at 047 495 0522

Closing date: 05 July 2023 at 16h00

Yours faithfully



MR L. MBIKO
CHIEF EXECUTIVE OFFICER
Date: 21-06-2023