



**The National Library of South Africa wishes to make the following appointment at its Pretoria Campus:**

**PROJECT ACCOUNTANT: CONDITIONAL GRANT**

**Reference Number: 02/06/2022**

**Salary scale: R 446 497- R519 205 Total Cost-to-Company**

The objectives of the National Library of South Africa (NLSA) are to contribute to socio-economic, cultural, educational, scientific and innovative development by collecting, recording, preserving and making available the national documentary heritage and promoting an awareness and appreciation thereof, by fostering information literacy, and by facilitating access to the world's information resources.

The NLSA invites applications from suitably qualified persons for appointment on a three-year contract basis, as a Project Accountant. The successful individual will be based at the Pretoria Campus and will report to the Director: Conditional Grant.

**KEY PERFORMANCE AREAS**

- Manage, collate, develop, analyse, and report on project financials
- Prepare and maintain monthly cash flow projection for every financial year
- Perform monthly reconciliations on accounts payables, cash position and expenditure commitments
- Prepare consolidated capital and operational budgets
- Review and evaluate financial processes and systems in relation to projects to ensure consistency and accuracy of information
- Administer financial matters relating to the project's procurement process
- Monitor and report on project spending patterns in line with procurement plans
- Work under the direction of the project manager on capital budget preparation and data compilation
- Deliver value-added financial management in line with project objectives and requirements

- Assist with the provision of both cross-organisational and project specific financial information and support
- Liaise with the project manager to ensure that the grant funding is properly administered in accordance with grant requirements
- Maintain an asset register for the project office
- Keep financial records and related supporting documents that validate all financial transactions
- Liaise with project manager for variation to grant conditions and ensure compliance
- Provide progress reports on grant expenditure as required

### **MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE**

- A Degree in Accounting or Finance management field or equivalent qualification
- Two to three years of experience in financial administration functions
- Sound knowledge of computer based financial systems
- Understanding of accounting principles and ability to analyse financial reports
- Sound time management and organisational skills
- Sound verbal and written communication skills
- Sound financial, analytical, and problem-solving skills
- Sound computer skills including all Microsoft Office programmes

**The NLSA is an equal opportunity, affirmative action employer and reserves the right to not make an appointment. Appointments will be made according to our Employment Equity requirements. We encourage applications from people living with disabilities in particular. Prospective candidates will be subjected to background verification which include qualification verification, criminal record checks, identity checks, previous employment history and reference checks. Candidates may undergo a competency assessment.**

**Applications:** Interested applicants must submit a completed prescribed application form obtainable from our website on [www.nlsa.ac.za](http://www.nlsa.ac.za) accompanied by a covering letter; Curriculum Vitae; certified copies of Matric/Grade12 certificate; qualifications, and Identity Document not older than six months; by e-mail to: [recruitment@nlsa.ac.za](mailto:recruitment@nlsa.ac.za). A SAQA evaluation report must accompany foreign qualifications. Please ensure that you quote the reference number and the position in the subject line of your email.

**CLOSING DATE: 08 July 2022**

Should you not receive any correspondence / communication from the National Library of South Africa one month after the closing date, please consider your application as being unsuccessful.