



PERMANENT POSITION

The Joburg City Theatres (JCT) is an entity of the City of Johannesburg that stimulates and operates Joburg Theatre, Roodepoort Theatre and Soweto Theatre in order provide the integrated management of theatre.

DEPARTMENT	:	FINANCE
VACANCY REFERENCE	:	REF NO: ACPR/10/2024
DESIGNATION	:	ACCOUNTANT PAYROLL
REPORTING	:	GM COST MANAGEMENT ACCOUNTING
SALARY RANGE	:	R32,878.57 (basic salary excluding benefits)

Minimum Requirements

- Matric / Grade 12 (NQF 4)
- B. Com Degree in Financial Accounting or equivalent.
- Computer literacy in Pastel Evolution, Pastel Evolution Payroll, Pastel Payroll, Sage 300 People, Excel, Word and Outlook.
- 3 years' experience in the finance.

Primary Function

This position is responsible for the effective and efficient functioning of the finance department ensuring that the daily accounting and administrative functions of the department is maintained to ensure completeness, accuracy and validity of the financial position of JCT. Reports to the General Manager: Cost Management Accounting and ensures the accuracy and integrity of financial information

Key responsibilities:

- *Complete all required financial accounting procedures, for journals and accruals by: Carry out necessary GL and journal entries,*
- *Prepare, Capture & Post Monthly Integration Journals between Payroll System and Accounting System,*
- *Prepare, Capture & Post Monthly Schedules for Leave and 13th Cheque Accruals & Bonus Provisions, Process 13th Cheque & Bonus Payouts Reversal,*
- *Prepare & Post Monthly Finance Journals.*
- *Prepare reconciliations of sub-ledgers to the GL to ensure completeness and accuracy in accordance with required procedures and to ensure compliance with standards, legislation, regulation and policies.*
- *Complete Reports such as: Payroll Variance Reports, Month to month overtime analysis*
- *Prepare and ensure accurate and timeous reporting monthly as per reporting deadlines.*
- *Maintain SARS Compliance Status for both Joburg Theatre (JT) and Roodepoort Theatre (RT) SARS Account*
- *Submit Income Tax for International Independent Contractors to SARS and Tax payments thereto*
- *Submit Income Tax Returns (ITR14) for both JT and RT SARS Accounts*
- *Submit IT14SD when necessary, of IRP6 (Provisional Tax Returns)*



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- Provide support to Auditors during audit processes by: ensuring attainment of a Clean Audit opinion
- Prepare Year End Reconciliation file ensuring supporting documentation is available
- Prepare Audit File evidence as per AFS
- Monitor and control the payroll function and realization of all deductions and third-party payments in line with policy and statutory requirements by: assisting with technical issues on the Sage Payroll System
- Assist with complex employee related queries PAYE, , Leave, Leave Pay Out, Overtime, 3rd Party deductions
- Assist with 3rd Party queries, Spreadsheets, Calculations & Formulas, Employees Tax, Leave, Monthly Variance Reports, Medical Aid, Pension and Other 3rd Party/Sundry Creditors
- Update files and record keeping systems using sequential alpha-numeric references to code documentation/correspondence and reports and/or retrieving specific information to support processing adjustments/ queries
- Ensure the submission of claims, and update on insurance as in when required
- Request the invoices for OHASA and the COJ insurance.
- Prepare Third party payments schedules
- Reconcile the third-party payments to the schedules

Leading Competencies

- knowledge of:SA GAAP, GRAP, Companies Act, Sage Evolution Accounting.
- Sage Pastel Partner Accounting
- Sage People 300 Payroll
- Sage Pastel Partner Payroll
- Sage Evolution Payroll
- E-Filing & e@syfile
- MS Excel & Word
- Knowledge of legislation: Municipal Finance Management Act 2003, Local Government Supply Chain Management Policies and Procedures, GRAP & IFRS Accounting Standards
- Good understanding of the Financial Management in a business environment

Core Competencies

- Ability to relate and work with people.
- Critical Thinking
- Good communication in English
- Customer Service and Risk Management
- Organisation and Planning
- Value and Ethics and Valuing Diversity

Interested persons are requested to send their cover letter, detailed CV, recently certified copies of their qualifications and the Identity documents not longer than three months, quoting the relevant reference number to: Thomas Sadiki, email Jobapplications4@joburgtheatre.com



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Enquiries: (011 877 6931/6918)

Publication date: 23 October 2024

CLOSING DATE: 11 November 2024

NOTE:

- **This vacancy is open to employees of Joburg City Theatres (JCT) and external candidates.**
- JCT offers a market-related salary commensurate with qualifications and experience.
- JCT is an equal opportunity employer, therefore preference for this position will be given to candidates whose **appointments will enhance representation in line with its EE targets.**
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records, and previous employment.
- JCT reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Please include copies of your qualifications with your application.
- Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.