

## EXTERNAL ADVERT

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|-------------------------------|--|
| <b>Location:</b>              | <b>Centurion</b>                         |
| <b>Division:</b>              | <b>Chief Financial Officer (Finance)</b> |
| <b>Date last modified:</b>    | <b>August 2019</b>                       |
| <b>Reports to:</b>            | <b>Management Accountant</b>             |
| <b>Nature of employment:</b>  | <b>5-year Fixed Term Contract</b>        |
| <b>Total Cost to Company:</b> | <b>Market related</b>                    |

### [PROJECT COST ACCOUNTANT]

The Project Cost Accountant is an integral part of the project team and communicate between Finance, Treasury and PMID to ensure timely invoicing of all costs and collection of such billing. And, that the project is done within budget and all project costs are accounted for.

#### THE KEY PERFORMANCE AREAS OF THE ROLE IN FOCUS, ARE:

##### 1. Develop, update, analyse and report on all Project Cost and Variance:

- Responsible for reporting on budget against actual on a monthly basis for contract expenditure
- Develop, implement and maintain a strategy focusing, tracking, analysing and reporting on project cost.
- Develop, implement and maintain a strategy for tracking and setup of estimating budgets and cost control

##### 2. Compile reports

- Create and maintain reports to accurately reflect the current budgets, invoices and committed costs, cost to complete estimates, budget variances and cash flow projections.
- Ensure that intercompany transactions are captured and ensuring that inter-company loan accounts balance.
- Maintain and prepare monthly trends using the long-term costs plans as the basis. Develop the reports that compares monthly trends between long term cost plan, actual budget and project charter.
- Reconciles long term cost plans (LTCP's) prepared by PMID to finance records in GL.
- Prepares and submit monthly status reports and progress performance evaluations to various stakeholders.
- Prepares monthly managements reports on expenditure on projects, ensuring reconciliation on GL and PMID reports.

##### 3. Manage the interface with Finance

- Update current policies and procedures to suit new developments and changes within the organisation and where necessary, develop new policies and procedures.
- Establish standards methods and procedures to be used by other divisions
- Maintain quality assurance and control on assigned projects schedules.

#### **4. Backup Assistant Management Accountant**

- Performs other duties as assigned by management.
- Prepare lessons learned on completed projects.

#### **REQUIREMENTS**

- BCom degree in Accounting or equivalent.
- Honours degree will be advantageous.
- 5 years' experience in financial & Management Accounting reporting environment.
- Preferably experience in project cost accounting on construction projects.
- Budget management, preparation and consolidation experience is a must.

Please email your CV accompanied by Cover Letter to [careers@tcta.co.za](mailto:careers@tcta.co.za) the subject should be the position title. For enquiries, please contact Ms Sixolile Shabalala on 012 683 1265.

**TCTA's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourages and welcome people with various disabilities to apply;**

**If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.**

**All appointments shall be subject to Competency Assessments.**

***A detailed job profile is available on request.***

**Closing date: 10 September 2019**

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