

POST – BOCMA-HRFINO2026: FINANCE OFFICER: EXPENDITUE

R668 704 BASIC SALARY PER ANNUM.

CENTRE: BREEDE-OLIFANTS CMA, WORCESTER, WESTERN CAPE

The Breede-Olifants Catchment Management Agency (BOCMA), a water management entity established in terms of the National Water Act, 1998 (Act No.36 of 1998), NWA, to perform sustainable and equitable integrated water resource management within the Breede-Olifants Water Management Area in the Western Cape Province.

Job Overview:

The position is responsible for managing the end-to-end financial accounting business process.

Required Experience, Qualifications and Skills

Degree in finance or accounting from a recognised tertiary institution equivalent to a minimum of NQF Level 7. Minimum of **5 years supervisors / managerial experience**. Understanding of the public sector financial reporting including financial reporting framework (GRAP). Knowledge and understanding of financial legislation, policies, practices and procedures including the PFMA. A thorough knowledge of anti-corruption strategy and fraud prevention measures. High level proficient in Microsoft excel, power point, word and packages related to accounting and finance. Ability to work independently with minimum supervision and pressure. Experience working in SAP system will be an added advantage.

Main duties/responsibilities.

Assist with the preparation of Annual Financial Statements (AFS). Preparation of monthly and quarterly internal financial reports. Preparation of weekly, bi-annual and external statutory quarterly financial reports. Preparation of Estimates of National Expenditure (ENE) and MTEF for submission to the National Treasury annually. Perform monthly variance analysis against expenditure. Manage both accounts receivable accounts payable. Manage fixed assets accounting activities. Review monthly reconciliation and ensure accuracy and maintenance of the general ledger and trail balance. Ensure timeous and accurate payment of suppliers. Ensure annual assets verification are conducted and all reconciliation items are cleared. Review journals for adjusting of asset register from the asset management. Ensure monthly and annual inventory verifications and the clearing of reconciling items. Maintain a valid, accurate, and complete General Ledger and Trail Balance. Manage a team of human capital. Draft submissions and memorandums for approval of transactions and events. Assist with the review and development of policies and procedures. Assist with projects and participate in Bid Committees. Coordinate the annual external audit process. Ensure timeous updating of the asset register. Manage the financial budget process of the entity. Monitor and interpret cash flow and predict future trends. Management of the payroll system in line with policies and procedures and ensure that the payroll is maintained effectively. Reporting on actual revenue, expenditure, capital expenditure compared with the budget. Reporting on and managing remedial steps to be taken on any variances. Participate in both the Annual Performance Plan (APP) and the Strategic Planning sessions. Reconcile the creditors age analyses to the trail balance. Ensure the age analyses is cleared timeously and follow

up long outstanding items. Ensure proper record keeping of creditors transactions. Resolve invoice discrepancies and respond to vendor inquiries.

PLEASE TAKE NOTE:

Applicants must submit a comprehensive CV, an application letter, certified copies of qualifications, Identity Document, and Driver's License (**not older than 6 months certification**). The BOCMA reserves the right not to fill the position, recall and withdraw the position.

Interested candidates can forward an application with all the necessary documentation quoting the relevant reference number to: careers88@bocma.co.za **on or before 24 August 2026.**

Enquiries: Ms Aureca Jansen / Ms T G Sambo

The BOCMA is an Equal Opportunity Affirmative Action Employer and reserves the right to withdraw or not to fill the position.

Suitable candidates will be subjected to a personal suitability check (***criminal record, citizenship verification, financial/asset check, qualification verification and previous employment verification***) The BOCMA may further subject candidates to assessments which would include competency assessment in the advertised position. It is the responsibility of candidates and/or applicants with foreign qualifications to have them evaluated and verified by the South African Qualifications Authority (SAQA). The successful candidate will be appointed on a probation of six (6) months and then permanent should all the conditions of the probation be satisfied. ***Only South African Citizens are eligible to apply for this position.***

*Only one (1) email per submission (application) will be accepted per applicant. Failure to submit all the requested documents will disqualify your application.

IMPORTANT NOTICE:

By applying for this position, you hereby acknowledge that you have read and accepted the following Protection of Personal Information Act, Act 4 of 2013 (POPIA) disclaimer. I hereby consent for the BOCMA to process my personal information as part of the recruitment process. The BOCMA shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer "personal information" shall be defined as detailed in the POPIA.

Correspondence will be limited to short listed candidates. Applicants who have received no response within three months must consider their applications as unsuccessful.

To view the comprehensive advertisement, application requirements, procedures, and response detail, please visit our website: www.breedegouritzcma.co.za