



The Government Employees Pension Fund (GEPF) is Africa’s largest pension fund. We have more than 1.3 million active members, in excess of 450 000 pensioners and beneficiaries, and assets worth more than R1.8 trillion. Our mission is to ensure the sustainability of the fund; the efficient delivery of benefits; whilst empowering our beneficiaries through effective communication.

Employment opportunities currently exist within GEPF for the below mentioned vacancies, based in Erasmuskloof, Pretoria. Minimum requirements for this vacancy are in line with the job specification and requirements.

INVESTMENT ACCOUNTANT X2

A. Job purpose	
To enhance investment monitoring by ensuring that accounting and financial reports accurately represent the position of the company.	
B. Key accountabilities	
Key performance area	Output/action
Treasury management	<ul style="list-style-type: none"> • Monthly cash flow management of contributions and investment to or from the asset manager • Ensuring a positive bank balance • Maintain accurate bank reconciliations between asset managers and the fund
Fund Financial reporting	<ul style="list-style-type: none"> • Liaise with the master custodian and the asset managers regarding the accounting and valuation of investment • Liaise with the external investment valuation experts regarding the valuation of unlisted investments • Assist management in compiling Investment accounting and valuation schedules and reports to be submitted to the Valuation sub-committee, the Finance and Audit Committee and the Board of Trustees on a quarterly basis • Provide Annual Financial Statements disclosures relating to

	<p>investments for audit purposes</p> <ul style="list-style-type: none"> • Prepare monthly Statutory Financial Reports relating to investments for management • Ensure the fund fully complies with applicable accounting framework and relevant policies • Review and submit monthly consolidated and individual trial balances to the Finance Manager • Ensure daily investment accounting monitoring • Collaborate with Internal Investment Analyst
Trial balance maintenance and Bookkeeping	<ul style="list-style-type: none"> • Provide effective General Ledger Reconciliations for investments • Review and analyze the Trial balance and supporting information received from the master custodian on a daily, quarterly, monthly and annual basis • Review master custodian and asset managers invoices • Capture investment accounting entries in the accounting system
Budgeting	<ul style="list-style-type: none"> • Manage the projection of Investment fees expenditure for the following year budget purposes • Report Investment fees expenditure variances to the Finance Manager
Project management	<ul style="list-style-type: none"> • Project execution on investment accounting expenditure related projects • Assist with adhoc projects
Audit process facilitation	<ul style="list-style-type: none"> • Prepare and provide audit information relating to investments to both external and internal auditors • Assist Finance Manager in Working with Internal Audit and Risk Management to ensure Fund readiness for audit. • Assist with collating information and addressing audit findings on the GEPF Investment accounting • Implement auditor's recommendations on audit findings • Rectify internal control weaknesses and improve internal controls
General	<ul style="list-style-type: none"> • Assist with compiling financial comments and recommendations to relevant stakeholders • Assist with key projects as delegated by the Finance Manager

C. Job specification

Qualification and experience:

- Grade 12 (NQF 4)
- An appropriate Financial Degree (NQF 7)
- A finance related BCom Honours qualification or equivalent will be an added advantage (NQF 8)

Experience:

- Minimum of 5 years' experience in Investment Accounting
- Experience in financial reporting, reconciliation and investment accounting.
- External audit articles in the financial services environment will be an added advantage

Knowledge:

- Awareness and understanding of the Government Employee Pension Fund and/or Pension Fund Industry
- Legislation, regulations and procedures e.g Tax legislation and GEP law
- Knowledge and understanding of National Treasury regulations
- Risk management and Audit processes
- Financial management
- Investment management knowledge
- Investment accounting
- IFRS
- Understanding and experience of IFRS 9, IFRS 7, IFRS 36 and IAS 40
- Internal controls and internal and external audit principles
- Stakeholder engagement and management
- Pension Fund Act
- National Treasury regulations
- Corporate Governance principles (King III and King IV)
- Regulatory Reporting Requirements for Pension Funds (FSCA)

Skills and behaviour:**Skills:**

- Communication (verbal and written)
- Financial management
- Investment accounting
- Computer proficiency – Application
- Financial Administration
- Interpersonal
- Financial compliance and reporting
- Financial analysis and planning
- Project management
- Knowledge management
- Accounting

- Risk management
- Monitoring and evaluation
- Operations management
- Analytical skills
- Report writing

Behaviour:

- Integrity
- Openness
- Inter-dependence
- Caring
- Client focus
- Adaptability and stress tolerance
- GEPF focus
- Communication
- Organisational Awareness
- Problem solving and Judgment
- Team work
- Developing others
- Innovation
- Impact and Influence
- Maturity and self-management
- Fairness
- Professional work ethic
- Networking
- Assertiveness

D. Relationships

Finance Manager	<ul style="list-style-type: none"> • Direct reporting line • Information sharing • Financial management, including budgeting • Performance management
Service Providers	<ul style="list-style-type: none"> • Contract management • Performance monitoring and evaluation

Master custodian	<ul style="list-style-type: none"> • Investment accounting book of record
Asset Manager	<ul style="list-style-type: none"> • Provision of Investment information and contracts • Managing cash flows to and from the asset manager
External Investment valuers	<ul style="list-style-type: none"> • Providing the external valuers with the required information for yearend valuations
GEPF Investment analysts	<ul style="list-style-type: none"> • Work closely with the investment team to monitor investments

GEPF is committed to ensuring and maintaining workplace diversity and the attainment of employment equity, having due regard to qualifications and appropriate experience. GEPF encourages applications from people with disabilities. Please include certified copies of ID, and qualifications and contact details of at least 3 references.

This position will be subject to competency assessments. GEPF retains the right not to employ. If you have not heard from us in two months, please consider your application unsuccessful.

Applications should be directed to gepf@ursonline.co.za indicating the position you are applying for on the subject line (e.g. Investment Analyst)

The closing date for applications is 18 February 2020.