

JOB SPECIFICATION & RECRUITING PROFILE OF VACANCY

24 August 2018

The following vacancy exists at NSFAS.

Position	Senior Accounts Administrator: Institution Payments	Type & Grade	Grade 7 (Permanent)
Vacancy No	31 of 2018/19		
Department & Unit	Finance Department, Disbursements		

POSITION OVERVIEW

The successful incumbent will report to the Team Leader: Institution Payments and will be responsible for components within the institution payments value chain, including all related financial and system reconciliations and reporting.

The role will be responsible for the following:

- Administer the onboarding of new institutions on to banking platforms.
- Review payment source documents at various stages in the payment value chain.
- Maintain financial reconciliation of payments made.
- Check bank balances on a daily basis for movement.
- Review daily bank reconciliations.
- Maintain and analyse relevant current and call accounts.
- Prepare relevant General Ledger account reconciliations.
- Prepare General Ledger journals for relevant call and control accounts.
- Prepare monthly financial reconciliations.
- Liaise with internal and external stakeholders with regards to confirmation of payments to institutions.
- Assist with the preparation of data for inclusion in organisational reports.

- Assist with Disbursements Unit month-end and year-end processes, finance related projects and ad-hoc duties.
- Assist with the preparation of reconciliations in support of the annual financial statements.
- Assist the Team Leader with ad hoc responsibilities where necessary
- Maintain accessible filing system

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Grade 12 with at least three (3) years related experience working in an accounts payable environment, or a three year post matric qualification, majoring in Financial Accounting, Cost and Management Accounting or Financial Information Systems with at least 1-year applicable experience
- Experience in financial administration, accounting and applicable financial processes
- Proficiency in Excel

Beneficial skills and experience:

- Experience maintaining General Ledger accounts and knowledge of its integration into other systems.
- Experience working on an accounting system (ACCPAC)

Core Competencies:

- Strong accounting/bookkeeping skills with an understanding of accrual accounting
- Sound understanding of financial controls
- Attention to detail & accuracy
- Planning and organising
- Problem solving and analysis

Personal Attributes

- Team oriented and flexible
- Deadline oriented and resilient
- Ability to adapt and cope with change
- Interacts professionally with clients and associates at all times
- Promptly responds to requests with accuracy and a courteous demeanor
- Good communication and interpersonal skills with an ability to relate to staff at different levels



REMUNERATION & BENEFITS

Remuneration Package: **R 332 191 – R 391 313**

Total Cost to Company per annum inclusive of all benefits and company contributions.

Benefits and Conditions: **Compulsory Medical Aid, Pension Fund & Annual Bonus**

Included in the above remuneration is the company contribution to our compulsory pension fund (15%), medical aid contributions and an annual bonus.

Closing date: **7 September 2018**

PLEASE NOTE

Interested applicants who meet the requirements should send Detailed Curriculum Vitae, Copies of Academic Qualifications and names of two contactable referees to Nokulunga Mtse via email, with the subject Senior Accounts Administrator: Institution Payments to jobs@nsfas.org.za.

NSFAS does not consider late applications.

Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarise themselves with the respective closing dates.

NSFAS only corresponds with shortlisted candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful.

EMPLOYMENT EQUITY:

"NSFAS is committed to employment equity. Preference will be given to candidates who improve employment equity targets and ratios."