

Job Specification & Recruiting Profile of Vacancy

10 June 2020

The following vacancy exists at NSFAS in Cape Town.

Position	Disbursement Officer x 1	Type & Grade	Grade 7 (Permanent)
Vacancy No	17 of 2020/21	Department & Unit	Operations

POSITION OVERVIEW:

The role will be responsible for performing a specialist function in ensuring the accuracy of disbursements and providing the Quality Assurance layer to payments to students and the institutions the Disbursement Support Officers will maintain loan accounts in Phoenix, post transactions, resolve cases escalated to the Phoenix Support Team, process disbursements, perform reconciliations between Phoenix and other supporting system.

RESPONSIBILITIES:

Phoenix Disbursement Support

- In-depth understanding of how Phoenix supports NSFAS business processes including:
 - Loans and Bursaries processes end to end.
 - Finance processes particularly disbursement and debtors' processes.
 - Wallet processes and
- Investigate and resolve queries escalated to the Phoenix Support Team.
- Ad-hoc requests including data requests for management and operational advice to other departments.

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- Participate in User Testing for any system defects and enhancements.

Maintenance and Administration

- Analyse data to ensure that loans are created correctly as per funder rules.
- Perform data mining and analysis using predominantly SQL scripts and Ms Excel formulas
- Correct data issues where applicable or escalate to the responsible person to ensure that disbursements are going through correctly.
- Prepare reports that assist other departments like Finance and Wallet payments in their processes.
- Post entries to finalized incomplete transactions.
- Investigate and clear back office rejected items.
- Complete the process for incomplete loans.
- Analyse data for duplicate accounts and resolve these.

Reconciliation and Reporting

- Analyse and Monitor Exception Report (Phoenix vs other support systems) and proactively correct the exceptions identified
- Reconciliation between Phoenix disbursements and Finance Payments
- Provide the required Phoenix support during quarterly report and funder report preparation

DESIRED SKILLS AND EXPERIENCE

Minimum requirements

- A three year post Matric qualification in Finance, Accounting, Cost and Management Accounting, Internal Auditing and Financial Information Systems (FIS)
 - At least three (3) years relevant experience in financial services experience, finance and loan management system.
 - MS Office Suite with advanced Excel skills.
 - Good knowledge of the business processes for the department together with the relevant policies, business rules and procedures.
 - Understanding and experience of the higher and further education and training sector in South Africa.
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Beneficial skills and experience

- Ability to work on SQL and perform data analytics
- Understanding and experience of the higher and further education and training sector in South Africa
- Good knowledge of regulations and compliance applicable to NSFAS and DHET
- Experience maintaining General Ledger accounts and knowledge of its integration into other systems
- Experience working on an accounting system.

Competencies

- Attention to detail
- Sound understanding of financial processes and controls
- Reconciliation and analytical skills
- Sound numerical ability
- Financial monitoring and analysis skills
- Problem solving skills and
- Ability to work under pressure

Personal Attributes

- Team oriented and flexible
 - Deadline oriented
 - Ability to adapt and cope with change
 - Always interacts professionally with clients and associates
 - Be client centric
 - Good communication and interpersonal skills with an ability to relate to staff at different
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REMUNERATION & BENEFITS

Remuneration Package:

R 358 766 – R 422 618

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

PLEASE NOTE

Closing date: 24 June 2020.

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Nokulunga Mtse via email jobs@nsfas.org.za. NSFAS do not consider late applications. Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize 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.

**** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations ****

is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote representivity will receive preference. “

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