

Job Specification & Recruiting Profile of Vacancy

9 June 2020

The following vacancy exists at NSFAS in Cape Town.

Position	Specialist TVETS: Reconciliations, Payment and Exceptions	Type & Grade	Permanent (Grade 11)
Vacancy No	15 of 2020/21	Department & Unit	Operations

POSITION OVERVIEW:

The role is responsible for the oversight and quality control of the disbursements of TVET colleges, including managing the direct disbursement of allowances by NSFAS on behalf of the institution and to ensure compliance of funding policy requirements regarding payment of allowances. In addition, the role is responsible for providing analytical reports on the utilisation of funds including analysis of claims submitted against payment.

RESPONSIBILITIES:

Compliance with Funding Policy Regulations

- Implement the compliance process for complying to the policy requirements of the Department
- Approved process for implementation of the allowance payment policy requirements.
- Manage the account adjustment process for institutional claims.

Reconciliations

- Perform monthly reconciliation and institutional reports after each payment run
- Reconciliation institutional reports
- Inputs to the end year reporting process for each institution
- Produce a utilisation report that will track expenditure trends
- Monitor the payments and reconciliations of payments made

Risk control and Governance

- Implement risk controls and proper governance around TVET payments
- Develop a risk register regarding TVET payments and implement sound internal controls

Disbursements

- Manage the payment process where NSFAS directly disburses to students
- Produce disbursement forecasts and ensure alignment to the budget available
- Develop process for integration of the NSFAS disbursement into students' bank accounts.
- Develop a transitional support programme for institutions.

Reporting

- Develop utilisation reports and monitor the expenditure trends of the bursary budget
- Provide monthly utilisation reports and expenditure trends
- Analyse the spending trends in the sector to inform policy direction regarding bursary allocations
- Have analytical reports on budget utilisation that will inform future policy direction around the quantum of allowances required
- Reports on exceptions between registration claims and payments

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- A three year post matric qualification in Accounting or Financial Management
- A minimum of 8 years' proven experience in accounting and financial management including 3 years reconciliation of accounting records
- Experience working with large data sets

Beneficial skills and experience:

- Understanding of the funding norms and standards for funding TVET colleges
- Understanding of ICT systems and controls
- Knowledge and experience of the Public Finance Management Act (PFMA)
- Knowledge and experience of the Bursary rules and guidelines for the TVET sector
- Knowledge of the NSFAS Act.
- Experience in both the financial service and government sectors
- Knowledge and experience in the Higher Education and Training sector

Core Competencies:

- Ability to work independently and in a team
- Ability to work under pressure and display initiative
- Building interpersonal relationships
- Decision making and problem solving
- Excellent interpersonal skills
- Excellent organisational and planning skills
- Analytical thinking and ability to probe down to level of detail
- Maintaining objectivity and professional scepticism
- Highly competent in both written and verbal communication skills
- Ability to maintain a sense of resilience when faced with challenge
- Ability to work at a fast pace and remain abreast in times of high change
- Remaining technically abreast with professional development matters
- Ability to manage external resources and oversee any additional co-sourced contracts

Computer skills required:

- MS Word – Intermediate
- MS Excel – Intermediate
- MS Power Point – Intermediate
- MS Outlook – Intermediate

REMUNERATION & BENEFITS

Remuneration Package:

R 731 862 to R 862 105 per annum

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

PLEASE NOTE

Closing date: 19 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 ****

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