



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

21 May 2020

The following vacancy exists at NSFAS in Cape Town.

Position	Reconciliation Accountant	Type & Grade	Grade 9 (12 months fixed term contract)
Vacancy No	13 of 2020/21	Department & Unit	Funder Relations Management

POSITION OVERVIEW:

The main purpose of the job is to assist in the internal quality assurance processes to ensure financial assistance is provided to eligible students as required.

The Reconciliation Accountant will support the organization in reporting the internal and external stakeholders, analysis of payment instructions/approved claims and tracking, forecasting and analysing utilization of annual allocations.

RESPONSIBILITIES:

1. Reconciliations

- a) Reconciliation of data over the whole value chain, from applications received to payment of students.

2. Stakeholder Management

- b) Expectations of Internal and external stakeholders are effectively managed.
- c) Stakeholders are engaged to assist with the resolution of exceptions identified.

-
- d) Prepare audit files during audit periods

3. Financial Data Analysis

- e) Analyse the approved payment instructions to determine whether only valid claims are being paid.
f) Analyse data to identify potential gaps or blockages in the system.
g) Draw reports on student data

4. Pre-emptive Data Management

- a) Blockages identified are timeously escalated to the relevant stakeholders for resolution.
b) Items escalated are followed up, ensuring speedy resolution of these.

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- A three year post matric qualification in Accounting/Financial Management or related
- 5 Years' Accounting experience including 3 years reconciliation experience
- Experience using excel

Preferred skills and experience:

- Project Management knowledge
- Experience in Public Sector and PFMA
- Knowledge of working with annual financial statements or management accounts
- Comprehensive monthly reporting experience

Skills and Competencies:

- Financial acumen
 - Communication skills
 - Analytical ability
 - Time management skills
 - Reporting skills
 - Presentation skills
 - Coordination skills
 - Resilience
 - Attention to detail
 - Interpersonal skills
 - Able to work under pressure
-

REMUNERATION & BENEFITS

Remuneration Package:

R515 939 to R 607 733 per annum

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

PLEASE NOTE

Closing date: 29 May 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 ****

10 Brodie Road, House Vincent, 2nd Floor, Wynberg, Cape Town, 7700 | Private Bag X1, Plumstead, Cape Town, 7800
Tel No.: 0800 067 327 | 021 763 3200 | Email: jobs@nsfas.org.za
