

## JOB SPECIFICATION & RECRUITING PROFILE OF VACANCY

20 November 2018

The following vacancy exists at NSFAS.

<b>Position</b>	Senior Accounts Administrator: Loan Book (2 Positions)	<b>Type &amp; Grade</b>	Grade 7 (Permanent)
<b>Vacancy No</b>	57 of 2018/19		
<b>Department &amp; Unit</b>	Finance Department, Loan Book		

### POSITION OVERVIEW

The successful incumbent will report to the Team Leader: Loan book. The role will be responsible for the reconciliations of applicable bank and general ledger accounts, review and monitoring of certain operational debtors' processes and managing the state payments upload and reconciliation process. The incumbents will be responsible for tasks including, but not limited to the following:

- Review of refunds to be paid to debtors
- Review the refunds ledger to ensure it is properly cleared and updated
- Prepare summary of monthly refund stats for reporting
- Review manual daily debtor's payment allocations (PACS)
- Monthly reconciliations and reporting on Institution credits and following up on outstanding reconciling items
- Upload weekly debit order ACB file
- Review of debit orders uploads and unpaid debit orders for accuracy and completeness
- Processing the monthly State payment (Qlink spot) files
- Reconciling the state suspense account
- Reconciling Receipts to Payment and collection system (PACS) to Phoenix
- Reconciling Debit Order daily processing
- Reconciling Recoveries daily/monthly
- Processing and reconciling Rejected Credits GL
- Clearing the Un-allocated suspense account/Age analysis
- Performing monthly small balances and deceased debtor write-offs and managing the related general ledger accounts

- Prepare and post journal entries where necessary
- Run and create daily processing (IXT) files to be dropped in the nightly folder for day-to-day issues to be corrected from the team where necessary
- Supporting the Loan Book Accountant and Debtors Team Leader where necessary

## **DESIRED SKILLS AND EXPERIENCE**

### **Minimum requirements:**

- Grade 12 with at least three years applicable accounting experience, or
- A three year post matric qualification majoring in Accounting with at least 1-year applicable accounting experience.
- Relevant experience as indicated which includes aspects of financial administration, accounting and applicable financial processes
- Proficiency in Excel

### **Preferred skills and experience**

- A three year post matric qualification in Accounting would be beneficial
- Phoenix and Cordys experience would be beneficial
- Accounts Receivable experience

### **Competencies**

- Solid accounting skills
- Sound understanding of financial controls
- Attention to detail & numerical accuracy
- Planning and organising
- Problem solving and analysis

### **Personal Attributes**

- Deadline-oriented
- Resilient
- Team participation
- Ability to cope with multiple demands and meet stringent deadlines



## 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 (7.5%), medical aid contributions and an annual bonus.

**Closing date:** 30 November 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: Loan Book to [jobs@nsfas.org.za](mailto: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.

### EMPLOYMENT EQUITY:

“NSFAS 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. “

