



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

30 January 2024

The following vacancy exists at NSFAS in Cape Town.

Position	Manager: Trade and Other Disbursements	Type & Grade	C5 - Permanent
Vacancy No	34 of 2023/24	Department & Unit	Finance, Financial Disbursements and Reconciliations

POSITION OVERVIEW:

To manage trade and other payables administration, to enable the provision of efficient and effective payment management systems and services, quality assurance and reporting, in line with applicable legislative requirements and policies.

RESPONSIBILITIES:

Policy, Systems & Procedure Development

- Participate in the development and management of the trade and other payables policies and standards, guidelines, processes, systems, and procedures, in line with legislative prescripts.
- Participate in socialising trade and other payables policies and standards, guidelines, processes, and guidelines to internal and external stakeholders for comprehension, implementation and compliance.

Core Strategic & Operational Objectives Development

- Enable the implementation of the Finance unit's strategic plans.
 - Enable the implementation of the key performance indicators (KPIs) and operational plans of the unit.
 - Verify payments to suppliers align with contract and payment terms.
 - Oversee and improve the efficiency of the accounts payable function.
 - Ensure the equitable work scheduling and human resource management.
 - Ensure transactions comply with financial policies and procedures.
 - Maintain general ledger and oversee monthly financial record closing and month end information posting for accurate financial statements.
 - Prepare and distribute ad hoc, weekly, and monthly financial reports as required by stakeholders and management.
 - Review supporting documents attached to invoices, ensuring proper approvals, and accurate allocation to suppliers and general ledger accounts.
 - Perform monthly creditors payments reconciliation and ensure compliance with related documentation.
 - Prepare monthly reports on irregular expenditure as may be identified through payment validation processes.
 - Ensure timely payment of suppliers in line with organisations transformational directives.
 - Collaborate with external and internal auditors with audit related matters.
 - Accurately allocate all expenditures and petty cash transactions.
 - Handle daily enquiries from other departments and external creditors maintaining effective communication.
 - Manage petty cash and related banking functions.
 - Promptly execute accruals and prepayments as required.
 - Ensure completeness of expenditure for reporting purposes.
 - Validate and approve invoices for services delivered in line with delegations of authority.
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- Perform the duties of a bank signatory.
 - Perform any other duties assigned by the Senior Manager.

People Management & Ethical Leadership

- Manage and participation in the recruitment and selection of unit vacancies in line with EE targets.
- Delegate tasks to subordinates for implementation.
- Manage the subunit to achieve agreed programmes.
- Direct, inspire, coach and mentor subordinates to deliver quality programmes in line with NSFAS Values.
- Manage and participate in leading the individual performance contracting and review process for responsible team/s.
- Manage and participate in all disciplinary matters of subunits related to performance and conduct issues.

Stakeholder Management & Relationships

- Manage and participate in the utilisation and implementation of the ongoing accounts payable and related policies, processes, efficiency channels and databases to satisfy stakeholders needs.
- Collaborate with internal stakeholders to enable the timely execution of their accounts payable and reconciliation requirements.
- Manage and participate in providing communication between NSFAS and the service provider where required.

Project Management & Leadership

- Manage and supervise the applicable projects to address identified needs as per the finance department strategy.
- Analyse and interpret project reports on completion of the project to evaluate return on investment and to inform decision-making.

Budget optimisation

- Manage expenditure in line with core activities and projects of the unit.
- Monitor contract usage spending aligned to the approved budget.

Compliance Monitoring & Evaluation

- Manage and participate/delegate in the accounts payable and reconciliation plans and activities of the organisation in line with legislation.
- Guide and manage the plans and processes that support the implementation of identified key controls and established risk mitigation procedures.
- Analyse and improve the audit, risk, and compliance outlook.
- Guide and manage the implementation audit plan.

Information & Knowledge Management

- Collaborate with ICT to build systems that enable the management of data obtained from different sources.
- Collaborate with stakeholders to use their experience, education and understanding to obtain and manage knowledge and information resources of the disbursement environment.

Reporting & Accountability

- On subunit strategic KPIs progress
- On operational plan progress
- On strategic stakeholders' management issues and interventions
- On internal and external audit and risk landscape as well as on any other work in the mandate of the disbursement Unit.

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- NQF Level 7 in Accounting, Commercial Sciences, or related fields
- Computer literacy – Intermediate MS Package Suite
- Driver's License
- 7 Years' experience in an accounts payable environment of which 2 should be at the management level.
- Good experience in late-stage and unsecured debt management environment
- Sound knowledge and exposure to technical accounting and financial instruments i.e. GRAP 104 and advanced financial modelling.
- Sound knowledge of the higher education environment, NSFAS ACT, National Treasury Regulations, PFMA, NCA, NCR, POPI Act, PIA Act, and Prescription Act.
- Sound experience in financial services
- Project Management experience

Preferred

- NQF Level 8 in Accounting, Commercial Sciences, CIMA, CA(SA), or related fields
- Computer literacy – Advanced MS Package Suite
- 10 Years' experience in financial disbursement and reconciliation environment of which 5 should be at the management level.

Skill and Competencies:

- Strategic and Leadership
- Project Management
- Interpersonal Skills
- Data Analysis
- Report Writing
- Presentation Skills
- Change Management
- Influential and advocacy

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- Systems and IT flair
 - Stakeholder Management
 - People Management
 - Student Centricity
 - Resilient

REMUNERATION & BENEFITS

Remuneration Package: R864, 336 – R1 018, 155

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

PLEASE NOTE

Closing date: 13 February 2024

Interested applicants must complete and submit an **Employment Application Form** available on the NSFAS website. The form must be supported by a detailed Curriculum Vitae which includes amongst other things the vacancy name/position title you are responding to, copies of academic qualifications, Identity Document, and names of three contactable referees. The response must be addressed to the attention of Ms. Nokulunga Mtse via the following email address: **jobs@nsfas.org.za**.

Please note the following contact details are for enquiries about **JOB CONTENT ONLY** and **NOT** for application purposes.

For Enquiries please contact: Email: nokulungam@nsfas.org.za

The NSFAS does not consider late applications. The NSFAS talent acquisition team only corresponds with Shortlisted Candidates. Should you not hear from the NSFAS talent acquisition team within 2 months from the closing date, please consider your application unsuccessful.

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

“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.
