

Advertisement

Financial Clerk

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Financial Clerk**, who will report directly to the **Finance Manager: Levies and Grants** and be based at the Head Office in Centurion.

Grading: (Role Band: C1)

Key Scale: R 261 907 (Total Cost to Company)

The role of this position is to:

To process all documentation timeously, accurately, and in accordance to policies, procedures and regulations.

Key Performance Areas will include but not limited to the following:

- To efficiently, effectively, accurately and timeously capture and process invoices on the system ensuring compliance to standard operating procedures
- To accurately capture invoices in the accounting systems in order to effect payment on time and accurately, to creditors (suppliers, vendors, sub-contractors, foreign associated entities and service providers
- Ensure invoices are properly authorized in accordance with levels of authority and allocated to the correct Supplier & General Ledger accounts on a daily basis.
- Check & match invoices against orders database.
- Sending remittance advices to suppliers after completion of the payment run.
- Accurate filing of documentation for easy accessibility
- Ensure well organized filing system is implemented for all areas of the operations
- Accurately prepare monthly reconciliations of creditors accounts statements against the A/P Age Analysis.
- Perform ad-hoc investigations and prepare ad-hoc reports on request of Senior Management
- Adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Assist with preparations for the internal and external audits
- Assist with month end reporting
- Ensure all behaviours and conduct are aligned with the SETA values
- Effective, professional communication and dialogue with all Stakeholders
- Effectively plan, execute ad hoc projects

Minimum Qualifications and Experience

- National Diploma in Accounting/Financial Management or Cost Accounting
- 2 years' experience in a financial environment
- Experience in working on financial accounting and reporting systems
- Experience in data capturing and reviewing
- Sound administration skills
- Excel proficiency



Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

NB: Please include the name of the position on the subject line of the email.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at recruitment@wrseta.org.za The closing date for applications is: **04 March 2023**



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Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA