

## **Advertisement**

### **Finance Clerk: Head Office**

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Finance Clerk**, they will report directly to the **Supervisor Accountant** and be based at the Head Office: Centurion

**Grading: (Role Band: C1)**

**Salary: R297 062** (Total Cost to Company per annum)

#### **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 and 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 email subject line.**

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR ) at [recruitment1@wrseta.org.za](mailto:recruitment1@wrseta.org.za). The closing date for applications is: **30 December 2024 at 12:00.**