

Advertisement

Finance Officer: Western Cape

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ an **Finance Officer: Western Cape** who will report directly to the **Provincial Manager: Western Cape** and be based at the **Western Cape Provincial Office**

Grading: (Role Band: C3)

Salary: R426 706 (Total Cost to Company per annum)

The role of this position is to:

Provide efficient and effective financial support to the regions ensuring compliance to PFMA, legislation and policies and procedures.

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

- Develop and maintain the regional commitment register and ensuring that all payment submissions are aligned and compliant to contract specifications before submission to Head Office Finance
- Responsible for compiling and maintaining the discretionary grants accruals for the region and report monthly to Head Office Finance.
- Ensure invoices received from stakeholders are checked for compliance, allocated correctly and signed off before payments by Head Office Finance
- Ensure that credit notes that are issued by the stakeholders are correctly accounted for in the accruals listing and reported to Head Office Finance
- Assist with Audits by ensuring efficient coordination and the required information requested is timeously submitted
- Respond to financial queries from stakeholder ensuring amicable resolution and clear audit trails
- Upon payments to stakeholders ensure the appropriate communication in the form of remittances and reconciliations
- Manage, control and monitor the regional budget ensuring cost effective utilization
- Review and sign-off on the petty cash reconciliation
- Ensure all regional office facility management invoices are submitted timeously for payment
- Monitor and maintain the assets register for the region ensuring accuracy and up-to-date status
- Advice and support the Provincial Manager and the team on cost management, finances and procurement, RFP's
- Receive regional financial reports on a monthly basis and verify to ensure accuracy and correlation between Head Office Finance and regional finance
- Follow-up on outstanding invoices to ensure sound close out of projects
- Review Commitment registers and submit to Head Office Monthly for Consolidation.
- Transfer of knowledge to ensure a common understanding of PFMA to regional team members

- Ensure adherence to W&RSETA policies, procedures, PFMA and relevant legislation
- Close working relationship between the region and finance to ensure the regional financial needs and requirements are met
- Petty Cash Management in the region
- Maintain a good relationship between the different divisions to continuously support performance and delivery against set objectives
- Adhere to sound corporate Governance in all aspects of the KZN SETA's operations
- Ensure all behaviours and conduct are aligned with the SETA values
- Effective, professional communication and dialogue with all Stakeholders
- Effectively plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- Bachelor's Degree / National Diploma in Accounting/Financial Management
- Minimum 3 years' experience in an accounting environment (at an assistant/junior accountant level)
- Excellent knowledge and understanding of PFMA and Treasury regulations
- Knowledge, understanding and appreciation of regulatory and legislative framework within the SETA landscape

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 recruitment1@wrseta.org.za. The closing date for applications is: **1 June 2024**.