

## Re-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: R454 442 (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.**

**Applicants who have previously applied can re-apply.**

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: **16 November 2024**.