



## JOB ADVERTISEMENT

***FASSET complies with the provision of the Protection of Personal Information Act. By submitting your application for a position at FASSET, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection related processes.***

<b>SUMMARY</b>	
Name of Position	: <b>Finance Administrators X2</b>
Closing Date for Applications	: <b>11 August 2023 @16:00</b>
Commencement Date for Post	: As soon as possible
Salary Offer	: <b>R 325 789,53 p.a (TCTC)</b>
Reference	: <b>FAS/RECRUITMENT/FAA106</b>
<b>JOB IDENTIFICATION</b>	
Department:	Finance
Reporting Line:	Finance Specialist
Full-time/Part-time/Contract:	Permanent
<b>PURPOSE OF THE JOB</b>	
To offer financial administration related to finance queries, budget, payroll, reporting and project accounting.	
<b>MAIN ACCOUNTABILITIES</b>	
<ul style="list-style-type: none"> <li>• Download levies and revenue data from the DHET portal and allocate to the correct accounts;</li> <li>• Reconcile revenue data back to the amount received from SARS and investigate any differences;</li> <li>• Reconcile the Top 20 employers' accounts and send the reconciliation statements to the Finance Specialist for review;</li> <li>• Process invoice and payment journals for the Discretionary Grants payments;</li> <li>• Prepare and send reconciliation statements to employers as and when requested;</li> <li>• Request and capture banking details for the new employers;</li> <li>• Make follow up on the employers' receivables account and provide more information as and when requested;</li> <li>• Follow up on Inter-Seta Transfers and ensure that levies that are due to FASSET are transferred;</li> <li>• Provide proof of payments as and when requested;</li> <li>• File documents related to finance department;</li> <li>• Assist both Internal and External auditors by pulling out requested information as and when requested.</li> <li>• Prepare supplier reconciliation;</li> <li>• Process invoices and daily journals;</li> </ul>	



- Keep an invoice register for all received payments and update the register once invoices are paid;
- Assist in quarterly inventory and asset count;
- Do filing of invoices, journals, finance documents and yearly archiving;
- Prepare reconciliations for management accounts and submit to the supervisor;
- Prepare investment and other income schedules;
- Proactive management and timeous reporting of financial and Monthly/quarterly reports;
- Provide auditors with information requested, while ensuring that all recommendations from Auditors are adequately addressed;
- Identify and communicate to supervisors the sources of possible risk and areas of improvement in finance internal controls;
- Cooperate with the SCM/Project unit on functions of expenditure related issues and ensure budget and commitment adherence;
- Ensure timeous payments of suppliers;
- Reconcile petty cash and process entries;
- Update Fixed Asset Register for additions and disposals;
- Implement and manage the register for asset movement within the offices;
- Perform cash counts;
- Performs finance related work as and when required;

**REQUIRED QUALIFICATION**

Qualification	<ul style="list-style-type: none"> <li>• Minimum of National Diploma at NQF level 6 in Finance/Accounting or equivalent qualification.</li> <li>• Btech/Advanced Diploma at NQF Level 7 an added advantage</li> </ul>
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**REQUIRED EXPERIENCE**

Essential:	<ul style="list-style-type: none"> <li>• 2 years' experience in a Finance/Accounting/Economics environment, of which 1 year should be in implementing PFMA and National Treasury Regulations</li> </ul>
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**COMPETENCIES REQUIRED**

Critical	<ul style="list-style-type: none"> <li>• Interpersonal Skills and stakeholders' management.</li> <li>• Cross departmental query resolution.</li> <li>• Strong written and verbal communication skills in English.</li> </ul>
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**KNOWLEDGE AND SKILLS REQUIRED**

Essential	<ul style="list-style-type: none"> <li>• PFMA and National Treasury Regulations and GRAP</li> <li>• Attention to details</li> <li>• Exceptional interpersonal and rapport building skills.</li> <li>• A patient and empathetic attitude.</li> <li>• Strong time management and organizational skills.</li> <li>• Adaptability and flexibility.</li> <li>• Comfortable working in a fast-paced environment.</li> <li>• Computer literacy.</li> <li>• Expertise in the customer service area they focus in, such as accounts, sales, technical support, or other areas.</li> </ul>
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#### Date of commencement of position

FASSET requires applications for permanent **Finance Administrators X2** to join existing team as soon as possible.

#### SALARY

The salary to be offered for this position is **R 325 789,53 p.a (TCTC)**

#### ASSESSMENT

Applicants may be required to undergo a competency assessment.

#### CONTACT DETAILS

Submit your full curriculum vitae (with 3 references), copies of your qualifications including matric, and copy of ID by no later than **11 August 2023** to: [FAA106@fasset.org.za](mailto:FAA106@fasset.org.za) quoting the reference as the subject line: **NB FAS/RECRUITMENT/FAA106**

For any inquiries regarding the position please contact: Mr Karabo Dikgore, Human Resources Department at **087 562 8217**. Should you not hear from FASSET within 6 weeks of the closing date, kindly consider your application unsuccessful. Communication is limited to the shortlisted candidates only.



***FASSET applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.***