

ADMINISTRATOR: FINANCE

R373 990.19 per annum plus benefits

Please Note: This is a fixed-term contract position until 31 March 2030

The Public Service Sector Education and Training Authority is in the process of repositioning itself and aligning the new strategy with existing legislative and governance mandate. The PSETA therefore seeks to appoint a competent, suitably qualified, and experienced Administrator in Finance. The successful applicant will be based in PSETA Offices in Hillcrest Office Park, Pretoria and will report to the PSETA Financial Accountant.

Job Purpose: To perform and ensure the efficient execution of Divisional financial administration and ensure related financial controls are adhered to and complied with.

Key Responsibility Areas

1. Financial Administration

- Uploads data and information on the MIS and the SETA financial systems.
- Receives and distributes all Divisional correspondences.
- Captures all creditors and debtors information onto the Financial Accounting System.
- Receives and verifies service provider invoices before submitting for approval.
- Implements financial policies and procedures.
- Establishes, maintains and reconciles the general ledger and purchase order system.
- Liaises with suppliers in terms of their account status.
- Posts and allocates all expenses into the correct account.
- Maintains confidential employee/ payroll files.
- Captures invoices such as expenditure and non-SCM invoices; creates and processes purchase orders on system.
- Captures discretionary grant expenditure on system, prepares payment requisitions and supplier statement recons, processes manual payment requisitions and creditors recon.
- Captures budget and mid-year review reallocations, files EFT files, both electronically and manually.

Board members: Mr Thulani Tshafuta (Chairperson) | Ms Christelene Brink | Mr Lewis Nzimande | Ms Gaolape Anastacia Seokolo
Mr Nkojane Nelson Maesela | Mr Patrick Babsy Makhafane | Ms Nolukhanyo Amanda Kelengeshe | Ms Violet Matshidza
Ms Tampane Molefe-Sefanyetso | Mr Patrick Boitumelo Moopelwa | Ms Linda Dlodla | Ms Nelisiwe Nzimande
Ms Nomabandla Silinyana | Mr Marcus Ramakgale

CEO: Ms Bontle Lerumo

- Captures DG new vendors on system, inventory counts, reporting, conduct inventory balances end of each quarter.
- Captures and calculates related party recons, salary recons, sundry debtors and travel advances recon.
- Assists the Accountant and Manager in compilation of quarterly and annual financial statements.

2. Compliance

- Operates within controls and procedures in order to ensure the integrity of PSETA.
- Identifies and reports risks or areas of concern to management within own department and area of responsibility.
- Ensures compliance with all relevant regulations and procedures to prevent fruitless, wasteful and irregular expenditure.
- Performs data retrieval for audit requests and provides assistance during audits upon request.
- Assists with the review and revision of support documentation being used in processes which directly affect the office of the Manager.
- Controls documentation to ensure easy access, traceability and comprehensive record keeping of all documentation for Manager's office.

3. Customer Service

- Maintains effective working relationships with customers (both internal and external) towards rendering highest quality of services.
- Represents PSETA in meetings with relevant stakeholders.
- Identifies and solves problems creatively whilst demonstrating a high level of integrity in line with PSETA core values.

EDUCATION AND EXPERIENCE:

- National Diploma in Finance or Financial Management or related field (NQF 6)
- Bachelor's degree in Finance or Financial Management or related field (NQF 7) would be an added advantage
- Up to 5 years' experience in Financial Accounting, Financial Control and Administration or similar

KNOWLEDGE, SKILLS AND ATTRIBUTES: Time Management * Team work * Interpersonal relations and skills * Decision-making * Creativity/Innovation * Conflict Management * Adaptability/Flexibility.

- If you meet the above-mentioned requirement, kindly submit your application, a detailed CV and a covering letter to the Human Resource Department via e-mail to recruitment@pseta.org.za.
- **Closing Date: 22 June 2022**
- **Enquiries:** Ms Phuti Phosa Tel: 012 423 5700

PSETA is a listed public entity, and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

Designated groups are encouraged to apply (Youth, women, and People with disabilities)



01 June 2022