

Finance Officer

Salary: R 40 137 per month. (All Inclusive Package) 6-month temporary contract

The Public Service Sector Education and Training Authority needs to employ a suitably qualified Finance Officer. The successful applicant will be based in PSETA offices in Hillcrest, Pretoria.

Job profile:

To maintain financial, accounting, administrative services in order to meet legislative requirements and support PSETA operations.

Duties and responsibilities:

- Ensure that PSETA creditors are timeously paid;
- Prepare and reconcile supplier statements;
- Ensure that journals are correctly processed;
- Asset management (Assets verification, maintenance of asset register, Asset reconciliation);
- Management of petty cash;
- Prepare and reconcile bank statements;
- Reconcile general ledger accounts (Income statement and balance sheet);
- Assist with preparation of the budget;
- Assist in the preparation of monthly management accounts and other monthly reports;
- Assist in the preparation of quarterly/annual financial statements;
- Assist with the quarterly reports (DHET and National Treasury) ;
- Implement financial policies and procedures;
- Assist with the audits (external and internal audit);

- Perform other duties as assigned by the line manager.
- To prepare and assist in the collection of data for monthly, quarterly and annual reports as may be required from time to time;
- To undertake ongoing training and professional development, appropriate to the effective and timely discharge of the duties of the position; and
- To perform such other duties, appropriate to the role, as may be required by the Finance Manager and or PSETA from time to time.

Requirements:

- Applicants must be in possession of a National Diploma or equivalent qualification in finance;
- At least Three (3) years' experience in Accounting/Finance environment;
- Knowledge of computerized accounting programmes;
- Knowledge of generally recognized accounting practice (GRAP);
- Administration and computer skills (MS Office);
- Supervisory and team building skills;
- High attention to detail and ability to multi task many things from many people;
- High ethical standards;
- Ability to confidentially interact at all levels within and outside the PSETA;
- Proactive, trustworthy and high output-driven individual.

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation to the Human Resource Department via e-mail to recruitment@pseta.org.za.

PLEASE NOTE:

Closing Date: 15 February 2021

This is a six-month temporary duration contract.

Enquiries: Ms Phuti Phosa / Ms Matsatsi Mphahlele

Email: Phuti@pseta.org.za or MatsatsiM@pseta.org.za

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.**



25/01/2021