



**Vacancy**

**Closing date of applications: 15 October 2018 at 10:00am**

**Date of the advert: 07 October 2018**

**Position:** Finance Officer X 1 – (Ref: FAS/RECRUITMENT/12)  
**Department:** Finance  
**Location:** Ferndale, Randburg  
**Reporting to:** Financial Accountant  
**Remuneration:** Market Related

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**Introduction:**

FASSET is the Finance and Accounting Services Sector Education and Training Authority (SETA). Over 20 SETAs were established in March 2000 in terms of the Skills Development Act, to cover all sectors in South Africa, including Government. The stakeholders of a Seta include employers, trade unions, professional bodies, government departments and bargaining councils, where relevant, from each industrial sector.

The Finance and Accounting Services Sector Education and Training Authority (FASSET) invites suitable candidates to apply for the Finance Officer – Accounts Payable, Expenditure, Bank and Asset Management position.

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**Purpose:**

Reporting to the Financial Accountant, the incumbents will be responsible for Finance Support - Accounts Payable.

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**Key Responsibilities**

**1. Finance Officer- Accounts Payable, Expenditure, Bank and Asset Management x 1**

- Assist in the finance policies development by providing inputs.
- Assist in the development and review financial accounting process and related procedures.
- Do thorough review of all invoices, supporting documents to ensure completeness and validity prior to recording.
- Ensure completeness and validity of payment batches.
- Ensure complete processing of all transactions of the SETA as per source documents.
- Process relevant journals and post them to the General Ledger.
- Prepare reconciliations for different account components of annual financial statements, for assets, bank account, and payable liabilities, project expenditure among others.
- Prepare the commitment Schedules for Projects and Admin contracts
- Assist in compilations of complete budget for FASSET in line with the strategy of the organisation.
- Preparing monthly analysis and commentary on Actuals vs. Budgets, and for Year-on-year and month-on-month variances and writing thorough and comprehensive commentary.
- Expenditure management ensure proper accounting of FASSET expense.
- Ensure proper recording and accounting for all types of liabilities of the SETA.
- Facilitate audit process for internal and external auditors
- Monitor and advice on the accounting impact of the inter-Seta transfers.

- Coordination with the grants administrator and project team to ensure proper accounting of the grants payment.
- Ensure that proper reconciliation relating to the discretionary grants and mandatory grant are done.
- Assist in the compilations of relevant reports for different structures within FASSET and for external stakeholders.
- Participate in the different structure including internal committee for procurements and grant evaluations among others.
- Perform all relevant asset management activities and ensure that asset register is complete and accurate.
- Assist in the preparation of the interim and annual financial statements.
- Ensure the controls are enhance to avoid repeat of audit findings.

## **Qualifications Requirements and Experience**

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- Bachelor's Degree/National Diploma in Accounting, Audit or equivalent will be required.
- At least three years' work experience with practical accounting experience, Accounts payables, project accounting, cash and bank, assets management and audit environment.
- Knowledge of public sector accounting including application of GRAP and knowledge of processes for annual financial statements preparation is required.
- SETA is a highly regulated environment and therefore knowledge of the PFMA, Treasury Regulations, Skills Development Act, and Skills Development Levies Act will be an advantage.

## **Knowledge, Skills and Competencies**

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- Knowledge of working on ERP accounting system either Syspro, SAP, Sage 300, Microsoft AX, Sage evolution would be an advantage.
- Ability to work on MS Excel and data analysis will be required and must be willing to work under pressure

FASSET adheres to the principles of EE Act and Affirmative Action and these principles will apply in the selection process.

## **Particulars of advertiser:**

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Tiana Business Consulting Services (Pty) Ltd was appointed to handle the responses for this position.

Email: [recruitment@tianaconsulting.co.za](mailto:recruitment@tianaconsulting.co.za)

Enquiries must be directed to the Human Resource Support Manager – Viola Nzou on 011 431 1354.

- Please quote the above position name on all correspondence relating to this advert.
- Correspondence will only be entered into with shortlisted candidates. Should you not hear from us within 30 days after closing date of advert, please consider your application unsuccessful.
- FASSET reserves the right not to fill any vacancies.
- Successful candidate (s) will be subjected to criminal checks, background checks, qualifications checks and ITC checks.
- This is a contract position until 31 March 2020 in line with the re-establishment of SETAs by the Minister of Higher Education and Training