

Vacancy

Closing date of applications: 16 May 2018

Date of the advert: 06 May 2018

Position: Finance Officer X 4 – (Ref: FS0007)
Department: Finance
Location: Blackheath, Randburg
Reporting to: Finance Manager
Remuneration: Market Related

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 – Receivables and Levies Grant Revenue position.

Purpose: Reporting to the Financial Accountant, the incumbents will be responsible for 1 x Accounts Receivables, Levies and Grants Revenue; 1 x Finance Support - Procurement administration and 2 x Accounts Payable.

Key Responsibilities

1. Receivables and Levies Grant Revenue x 1

- Overlook the Skills Development Levies (SDL) process, ensuring that data from Department of Higher Education and Training (DHET) is verified and uploaded correctly on the relevant finance system. Manage all related queries with DHET.
- Planning/co-ordinating Grant payments for the quarterly Grant disbursements.
- Preparing the quarterly Grant payment schedules for the CFO and CEO sign-off.
- Liaising with the relevant Skills approval departments to ensure correct payment of companies.
- Preparing the Grant payments on the financial system
- Preparing of all Grant related monthly reconciliations pertaining to the payment process.
- Submission of Grant related reconciliations to the various employers, when necessary.
- Identifying and resolving Levy variances and other issues. This involves liaising with the relevant seta stakeholders.
- Identification of the small companies, exempted from levies contributions, in line with applicable legislation as well as carrying out the monthly update of all relevant systems.
- Preparation of all monthly submissions to the Finance Manager, including prior year provision journals and updated bad debts provisions. A Seta Transfer provision also needs to be prepared and submitted.
- Overlook the Transfer In and Transfer out of companies between Setas.
- Compiling Grants & Levies reports and statistical information.
- Carrying out bad debt recovery and follow-ups with employers in accordance with SETA-specific policies.
- Assist employers with any Grant & Levy related queries and issues.
- Ensure that all data is recorded correctly to ensure integrity of information
- Assist auditor during their audit process on Grant and Levies related inquiries and provide inputs in order respond to queries raised
- Ensure proper document management on Grants and Levies.

- Ensure that receivables are properly raised as per funds due to the SETA
- Receivable properly reconciled for all Ledger accounts and relevant journal processed.
- Assist in the audit process to ensure that relevant information is provided to auditors.

2. Finance Officer- Accounts Payable, Expenditure, Bank and Asset Management x 2

- 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, receivables, payable liabilities, among others.
- 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 advise 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.
- Assis 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.

3. Finance Support - Procurement Administrator x 1

- Register companies on the supplier database
- Assist with the administrative duties
- Ensure Proper filling of tender documents
- Prepare bid advertisements.
- Prepare regret letters.
- Uploading of tender outcomes on the website.
- Conduct tender screening of bid documents.
- Updates of tender files as required.
- Assist with adhoc administrative related functions in the SCM unit.
- Assist in conducting workshop/ training on new supply chain prescripts as issued by National Treasury from time to time.
- Assist during the audit process to ensure that auditors get all the assistance they need to do their audit work.
- Assist user department in requesting quotations on their behalf from potential supplies.
- Ensure full compliance with applicable statutory forms needed when procuring and procure in line with procurement regulations and prescripts.
- Degree in Supply chain management or equivalent
- Three (3) years' experience in public sector Supply Chain Management environment,

Qualifications Requirements and Experience

- Bachelor's Degree in Accounting, Audit or equivalent will be required.
- At least four years work experience with practical accounting experience, grant levies 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

- Knowledge of working on accounting system either Pastel, Microsoft AX, Sage 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:

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

Email: financesupport@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.**
- **All shortlisted candidates will be subjected to criminal checks, some interviewed candidates will be subjected to competency assessment.**
- **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**