

# JOB ADVERT

## Transport Education and Training Authority Finance Unit

**Finance Clerk  
Randburg  
Package: Market Related**

### 1. KEY PERFORMANCE AREAS

#### 1.1. Customer Relations

- 1.2. Ensuring that claims are processed and paid within 30 days;
- 1.3. Verifying and Capturing of Admin Payments on the RFP system;
- 1.4. Communicating timeously with chambers and units regarding claims;
- 1.5. Attending to queries from internal and External stakeholders within 48 hours.

#### 2. Finance Administration

- 2.1. Performing physical verification of assets and maintaining a database of all fixed assets on the red beam assets tracking system;
- 2.2. Planning for Asset Verifications and making all necessary travel arrangements ;
- 2.3. Maintaining and updating the Fixed Asset Register;
- 2.4. Tagging of all Assets;
- 2.5. Assist in the compilation of GRAP compliant Financial Statements;
- 2.6. Preparing Leave Provision and Leave accrual Journals Monthly;
- 2.7. Clearing of outstanding invoices on the Creditor age analysis;
- 2.8. Assist management in preparing audit files (internal and external) and responding to queries;
- 2.9. Preparing the Creditors reconciliation;
- 2.10. Preparing the Finance payment requisitions;
- 2.11. Preparing and filling Management Accounts on Monthly basis;
- 2.12. Capturing admin payments, including Club Travel (travel agency), on AX dynamics;
- 2.13. Creating new vendors and capturing banking details on AX Dynamics;

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- 2.14. Creating of ETF Batches on AX dynamics and loading on Standard Bank;
- 2.15. Preparation of weekly bank reconciliations on AX dynamics;
- 2.16. Preparing the Admin Accruals monthly;
- 2.17. Club Travel Reconciliation after every payment;
- 2.18. Club Travel reconciliation monthly;
- 2.19. Signing and filing of all payments fully processed;
- 2.20. Other Adhoc duties.

### **3. RFP System and Project Module**

- 3.1. Approve invoices on RFP system;
- 3.2. Report errors on the system.


## **2. MINIMUM REQUIREMENTS**

### **2.1 Qualification and Experience**

- M + 3 qualification in accounting / finance;
- 3 years' experience in an accounting environment;
- Public Sector experience will be an added advantage;
- Knowledge and understanding of AX Dynamics, SAP, Pastel, Excel, Caseware.

### **2.2 Knowledge and Skills**

#### **2.2.1 Knowledge and Understanding of:**

- Business administration;
  - Financial management and business systems knowledge including Accounting Software and MS Office;
  - Financial Management and Management Accounting;
  - GRAP;
  - Information Technology Management;
  - Programme Management;
  - Relationship Management;
  - Risk Management and Corporate Governance;
  - Strategic Planning and Budget Management;
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- Supply Chain Management;
- Legislation – Specifically: PFMA, Treasury Regulations, SDA, SDLA, BCEA, Contracting Laws, Tax Laws and other relevant legislation.

## **2.2.2 Skills**

- Analytical, problem solving and critical thinking skills;
- Consultation and negotiation skills;
- Leadership and people management skills;
- Planning, monitoring, and reporting skills;
- Presentation, communication and writing skills;
- Project management skills.

**Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter to [recruitment@teta.org.za](mailto:recruitment@teta.org.za). All applicants will be considered in terms of TETA Employment Equity Plan preference to Persons Living with Disability. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The closing date for applications is Tuesday, 22 February 2022.**

Should you not hear from us within 21 days of the closing date, kindly consider your application as unsuccessful.

