



CO-OPERATIVE BANKS DEVELOPMENT AGENCY

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ACCOUNTANT: CO-OPERATIVE BANKS DEVELOPMENT AGENCY (CBDA)

REF: 20151208

SALARY: R367, 996.47 – R444, 531.75 PER ANNUM (COST TO COMPANY)

BANKING PLATFORM PROJECT CENTRAL SUPPORT SERVICES

PRETORIA

PURPOSE:

To manage financial and management accounting functions in the CSS as identified in the Public Finance Management Act, 1999 and the Treasury regulations. To develop, review and implement financial management systems and procedures for planning, budgeting and reporting. The incumbent will report to the Head: Central Support Services.

KEY OUTPUTS:

It will be expected from the successful candidate to perform:

Posting and processing transactions: Import data files from the Banking Systems' general ledger to Pastel Evolution• Post manual entries on Pastel Evolution where automated process does not exist• Import transactions into cashbook• Manage and monitor the posting and processing of transactions in the Accounting system.

Reconciliations between systems: Daily reconciliation of all accounting entries generated by the Banking System• Daily reconciliation of the respective CFI transactions in the Pastel Evolution system and the Banking System• Reconcile of ledger accounts in the Pastel Evolution and Banking System• Reconcile Banking System accounts against settlements in the National Payment System• Perform month-end reconciliation.

Payment and Collections: Invoice CFIs for fees incurred on the Banking System• Initiate payments/transfers to the accounts of the respective CFIs• Ensure collection of fees from CFIs.

Month-end closure and reporting: Ensure month end processes are carried out timeously• Extract reports from the Accounting System that assists CFIs on prudential reporting• Trial balance generated and verified.

Liquidity Management: Daily cash flow management of CFI accounts• Management of funds for settlement with the Partner Bank• Liaise with the Partner Bank on query resolution and dispute resolution.

Record Management: Develop, manage and maintain an effective and efficient filing system for the CSS.

NOTE: Please forward a detailed CV to Attention: Ayanda Radebe, Co-operative Banks Development Agency, National Treasury, Private Bag X115, Pretoria, 0001, or hand delivery to [240](#) Madiba Street, Pretoria, 0002, or email your CV to cbdarecruitment@treasury.gov.za. For further details please contact Ayanda Radebe on (012) 315-5924

Qualification and SA citizenship checks will be conducted on all shortlisted candidates and where applicable additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Compliance reporting: Assist the Head CSS in preparing and reviewing the strategic plan, annual performance plan and budget for consolidation• Preparation of the quarterly, Board and other Committee meetings reports• External and Internal Audit preparation.

Sound financial management systems and controls: Monitor budget against expenditure• Verifying invoices before approval for payment• Review the CSS monthly management report.

REQUIREMENTS:

- A tertiary qualification in Accounting, Banking, or related qualification.
- A minimum of 3 years financial management, accounting and/or investments management experience, preparing financials up to balance sheet and income statement.
- 3 years' experience in a Banking environment with proven track record on banking operations which includes reconciliations on banking transactions.
- Must have solid knowledge of Pastel Evolution.
- Knowledge of banking regulations and supervision within South Africa will be an added advantage.

COMPETENCIES:

- Excellent interpersonal, communication, facilitation and strong report writing skills.
- Excellent quantitative and analytical skills.
- Team orientated.
- Must be willing to travel.
- Computer literacy – Microsoft suite of products.

Closing date: Friday, 15th of January 2016 by close of business.

No late applications will be considered.