



**CO-OPERATIVE BANKS DEVELOPMENT AGENCY**

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**CO-OPERATIVE BANKS DEVELOPMENT AGENCY (CBDA)**

**FINANCE CLERK (3 YEAR CONTRACT): CORPORATE SERVICES**

**REF: 20190820**

**SALARY: FROM R402, 324.57 PER ANNUM (COST TO COMPANY)**

**PRETORIA**

**PURPOSE:**

To verify the accuracy of invoices and other accounting documents and update and maintain accounting journals, ledgers and other financial information on the Pastel system in accordance with financial policy and procedures.

**KEY OUTPUTS:**

This position will report to the Finance Manager and the successful candidate will be responsible for the activities associated with the job description of a Finance Clerk within the CBDA, which include, but are not limited to:

**Debtors and Creditors Management:** Invoice clients and follow up on payments• Perform monthly reconciliation reports• Verify the correctness of travel invoices from NT finance with receipt supporting documents for record purposes• Ensure invoices on the BAS report are corresponding with invoices received from National Treasury• Monitor schedule for non-travel invoices for approval and submission to NT• Resolve queries and disputes timeously.

**Assets Management:** Implement tags on all new assets procured for CBDA• Update and maintain an accurate and complete asset register• Perform asset verification and maintain lists of disposed assets.

**Expenditure Management:** Verify claims for accuracy and supporting documents for approval• Prepare payment requisitions (board and employee claims, standard payments for parking, tax etc. for approval)• Capture approved payments requisitions for authorisation• Capture cashbook and perform monthly bank reconciliations• Verify petty cash vouchers received for correctness before the issuing of petty cash and maintain a certain level of funds• Update petty cash book with all petty cash receipts and payments• Capture petty cash voucher in Cash Book of Pastel system and perform reconciliation of funds.

**Prepare Monthly Financial Reports:** Perform month end journals (Salary, depreciation, accruals etc.)• Prepare monthly reconciliations (Fixed assets, accruals, grants etc.)• Print and check monthly management report before submission to Finance Manager.

The CBDA is an equal opportunity employer.

Please forward your detailed CV, quoting the above reference number for the attention of Ms. Ayanda Radebe. Co-operative Banks Development Agency, Private Bag X115, Pretoria, alternatively hand delivery to Co-operative Banks Development Agency, National Treasury Building, 240 Madiba Street, Pretoria, 0002. Alternatively e-mail your CV to [CBDARecruitment@treasury.gov.za](mailto:CBDARecruitment@treasury.gov.za)

**NOTE:** Correspondence will be limited to shortlisted candidates only. The preferred candidate (s) will be subjected to a competency assessment, security clearance and qualification verification and be required to enter into a performance contract.

**Statutory Audit:** Assist with the preparation for external and internal audit• Provide information to external and internal audit.

**Remuneration Management:** Update and process monthly salaries for review and approval• Process monthly salary payments and Filing of returns and payments• Prepare reconciliation for review and approval• Submit IRP 5 and IT 3 to employees and board members.

**Administration:** Maintain an efficient and proper filing system for recordkeeping of all financial documents. e.g. contracts, agreements, invoices, etc.

<b>REQUIREMENTS:</b>
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- National Diploma/ Degree in Financial Management/Accounting.
- 2-3 years' experience obtained in a financial management environment.
- Knowledge of prescribes and policies that govern financial management.

**Closing date: Friday, 20 September 2019 by close of business.**

**No late applications will be considered.**