

**FINANCIAL ASSISTANT: JOBS FUND
Ref (G004/2015)**

Salary: R227.802 – R268.338 per annum (Excluding benefits)

**Three (3) year fixed term contract
PRETORIA**

Purpose

To support the finance manager with the management of the Jobs Fund operations budget.

Key Outputs

Operational Finances:

- Assist with budgeting and financial reporting for the unit.
- Assist with the compilation of reporting on the Fund's finances.
- Assist with procurement of goods and services for the unit.
- Receiving; verifying; documenting and processing of invoices.
- Ensure that payments to service providers are processed within the shortest possible time in accordance with internal procedures.
- Ensure accurate and complete database of invoices/supporting documentation are kept.
- All relevant documents to be kept updated.
- Process S&T travel claims and advances for officials and consultants against the relevant budgets and appropriate procedures stay within the S&T budget.

Financial Records Management


- Filing of all documents after payments was done.
- Ensure that all financial documents are accessible and that accurate records are kept of all expenditure and financial information.

Requirements:

- A relevant 3 year qualification
- 5+ years' financial and administrative experience
- Computer literate
- Excellent numerical, analytical, administrative and interpersonal skills

Experience:

- Knowledge of Public Sector finance, including the SCOA and the NT budgeting processes, the PFMA and Treasury Regulations will be advantageous.
- Experience with government procurement procedures.
- Experience of Public Sector finance and budgeting processes, accounting practices and financial legislation.
- Compliance with the policies governing the expenditure.
- Good communications skills in both verbal and written language.

The Government Technical Advisory Centre (GTAC) is an equal opportunity employer and encourages applications from women and the disabled in particular. Our buildings are  to disabled persons.

Applications should be accompanied by a comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: GTAC, Private Bag X115, Pretoria 0001 or to the e-mail recruit@gtac.gov.za Closing date 28 April 2015 at 12h00, no late applications will be accepted.

Qualifications and SA citizenship checks will be conducted on all short-listed 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).

If you have not received feedback from the GTAC within one (1) month of the closing date, please regard your application as unsuccessful.

