



**CO-OPERATIVE BANKS DEVELOPMENT AGENCY**

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

**JUNIOR ACCOUNTANT (2 YEAR CONTRACT): CENTRAL SUPPORT SERVICES**

**REF: 20170227**

**SALARY: FROM R217, 257.63 – R255, 913.89 PER ANNUM (COST TO COMPANY)**

**PRETORIA**

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**PURPOSE:**

To execute financial and management accounting functions in the CSS as identified in the Public Finance Management Act, 1999 and Treasury regulations. To receive, process and report on financial management systems and procedures for planning, budgeting and reporting for CSS. The incumbent will have significant client contact.

**KEY OUTPUTS:**

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

**Posting and processing transactions:** Accurately import data files from the Banking Systems' general ledger to Pastel Evolution • Completely post manual entries on Pastel Evolution where automated processes do not exist • Accurately import transactions into the correct cashbook • Timeously manage and monitor the posting and processing of transactions in the Accounting system • Verifying invoices before approval for payment and confirming the availability of budgeted resources for the cost area involved.

**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 • Reconcile Banking System accounts against settlements in the National Payment System • Perform weekly and month-end reconciliation • Checking and enforcing adherence to the CFI financial policies.

**Monthly:** Preparing monthly journal entries for approval by the Accountant • Extract reports from the Accounting system that assists CFIs on prudential reporting.

**Annually:** Preparing the divisional Annual Financial Statements • Business plan and budget process input and preparation.

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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.

**REQUIREMENTS:**

- BCom (with Accounting as a major);
- Accounting experience – 2 years or other relevant experience;
- Microsoft Office Package experience;
- Minimum 1 year Pastel Evolution experience;
- Knowledge of banking regulations and supervision within South Africa will be an added advantage;
- Public Sector experience (knowledge of PFMA, Treasury regulations, GRAP) – will be an advantage;
- Experience of developmental work at community level will be an added advantage;
- Very good interpersonal, communication and negotiation skills;
- Prepared to work unsupervised and capable of using own initiative.

**Closing date: Monday, 13<sup>th</sup> March 2017 by close of business.**

**No late applications will be considered.**