



CO-OPERATIVE BANKS DEVELOPMENT AGENCY

27th Floor, 240 Vermeulen Street • Private Bag X115, Pretoria, 0001 • Tel: 012 315 5367 • Fax: 012 315 5905 • email: CBDA@treasury.gov.za

CO-OPERATIVE BANKS DEVELOPMENT AGENCY (CBDA)

JUNIOR ACCOUNTANT (3 YEAR CONTRACT): CENTRAL SUPPORT SERVICES (CSS)

REF: 20180411

SALARY: FROM R287, 795.97 – R339, 017.61 PER ANNUM (COST TO COMPANY)

PRETORIA

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 CFIs within the scope of CBDA (executed by CSS). The incumbent will have limited 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 CSS, which include Daily and Monthly activities, but are not limited to:

Posting and processing transactions: Assist CFIs in their daily reconciliation of queries related to the summarised transactions distributed daily• Prepare member pre product balances report (Savings Balance, Mandatory Share Balance, Loan Balance etc.) for CFIs as and when required, in line with keeping the CFI records current and in real time.

Reconciliations between systems: Reconcile Banking System accounts against settlements in the National Payment System• Perform weekly and month-end reconciliation• Contribute to the management and maintenance of an effective and efficient filing system for the CSS division• Checking and enforcing adherence to the CFI financial policies in compiling financial reports

Batch Processing: Preparation of CFIs monthly journal entries (batch deposits and withdrawals) for approval by the Accountant• Follow-ups on the errors identified in the preparation of the batches• Reconciliation of the bank receipt amount and the batch processed amount• Completeness testing of the processed batches on a monthly basis.

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 or e-mail your CV to 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.

Monthly: Timeously perform weekly and month-end reconciliations depending on the activity flow at a specific CFI• Contribute to the preparation of monthly management reporting, including statement of financial position, statement of financial performance, cash-flow statement, other non-financial reporting information etc. for each CFI on the banking platform• Prepare the monthly member demographics analysis including the summary report for each CFI• Prepare the quarterly member age analysis including the summary report for each CFI• Prepare the monthly variance analysis for the budget vs actual expenditure used in monitoring CFI performance• Prepare the CFI monthly transacting summary using the automated daily transactional reports• Ad-hoc functions that may be required to advance the implementation of the CSS mandate.

REQUIREMENTS:

- Bachelor's Degree in Accounting
- 1-2 years in financial reporting environment or similar environment;
- Pastel background is essential.

Closing date: 26th April 2018 by close of business.

No late applications will be considered.