



CO-OPERATIVE BANKS DEVELOPMENT AGENCY

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CO-OPERATIVE BANKS DEVELOPMENT AGENCY (CBDA)

FINANCE CLERK (1 YEAR CONTRACT): CORPORATE SERVICES UNIT

REF: 20221206

REMUNERATION PACKAGE: FROM R420, 609 PER ANNUM (COST TO COMPANY)

CORPORATE SERVICES UNIT

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 Deputy Director: Financial Management of Corporate Services and the successful candidate will be responsible for the activities associated with the job description of a Finance Clerk within the Corporate Services Unit, 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 received from National Treasury• Monitor a schedule for non-travel invoices for approval and submission to National Treasury• 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 payment requisitions for authorisation• Capture cashbook and perform monthly bank reconciliations• Verify petty cash vouchers 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 cashbook 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, accrual, grants etc.) •Print and check monthly management report before submission to Finance Manager.

The CBDA is an equal opportunity employer.

Please forward your 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 on the subject line of the email to CBDARecruitment@treasury.gov.za

NOTE: Applications that are not compliant with the above request will not be considered. The Agency reserves the right not to fill the post. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Successful candidates will be appointed on probation for the period of six (6) months into the prescribed rules

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 payment and Filing of returns and payments• Prepare reconciliation for review and approval• Submit IRP5 and IT3 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.

REQUIREMENTS:

- A National Diploma/Degree in Finance Management/Accounting.
- 2-3 years' experience in a financial management environment.
- Knowledge of prescripts that govern financial management.

Closing date: 13 December 2022 by close of business.

No late applications will be considered.

A handwritten signature in black ink, appearing to read 'R. Rossouw', with a long horizontal line extending to the right.

06 December 2022 Approved for publication