

The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and alternative banking industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

Reference Number:	BSFSPECTEMP042021
Job Title:	Specialist: Finance
Job Band:	C
Reporting Line:	Manager: Finance
Full-time/Part-time/Contract:	4 Month Position
Location:	Gauteng - Centurion (Head Office)

Remuneration: R 42 490.13 to R 53 820.83 CTC per month

The purpose of the role:

To assist the Finance Manager in delivering the division's financial management, accounting, compliance, reporting, audit and risk responsibilities.

In all work, adherence to the PFMA, grant regulations, National treasury guidelines and other applicable legislation in all aspects is mandatory and appropriate planning and preventative measures should be taken to avoid irregular and/or fruitless and wasteful expenditure work.

A strong level of internal controls and segregation of duties should be maintained and work is to be done within agreed timelines and approved business processes.

Main Responsibilities:

Accounting and Financial Management

- Maintain up to date, effective, efficient, accurate and comprehensive accounting records on the approved accounting systems covering all aspects of assets, liabilities, revenues and expenditures of the BANKSETA in terms of GRAP and relevant grant regulations.
- Ensure that all assets and liabilities are fully recorded, accurately classified and any transactions are recorded timeously. Monthly substantiation/reconciliations of asset/liabilities balances to third party documentation and maintenance of detailed subledgers or registers where applicable, should be done. Bank reconciliations should be reconciled weekly. Ensure appropriate accruals and provisions are raised.
- Ensure that revenue and expenditure transactions are processed timeously, accurately and correctly allocated. Maintain comprehensive supporting documents, subledgers and records to support entries by third party.
- Ensure processing and payment of creditors, expenses, assets and liabilities within agreed time lines, and that monthly reconciliations and adequate and follow ups are done,
- Perform adhoc finance related tasks as required by the Finance Manager

Budgeting and forecasting

- Maintain approved budgets by division/project/DG area on the accounting system in sufficient detail to facilitate comparison to actual expenditure and to determine availability of budgets at any point during the month to facilitate decision making,
- Process budget reallocations as needed.

Other

A clear delegations framework showing the levels at which the Finance Specialist may authorize journals and entries is in place.

Reporting

- Ensure all postings complete by business day 7 of the following month
- Provide assistance in compilation of financial information ;
- Provide adhoc financial reporting as when required for internal stakeholders
- **Projects and Discretionary Grant Administration**
- Monitor commitments schedule and ensure it is balanced to creditors records (working closely with Projects administrator (Finance)).
- Monitor DG commitments and ensure it is balanced to any DG assets or liabilities.

Internal & External Audit and Compliance Outputs to deliver the responsibility:

Under the supervision of the Finance Manager:

- Provide and collate audit evidence for submission to the auditors.

Competencies:

- Integrity
- Problem solving/analytical
- Presentation skills
- Resilience and drive
- Innovation and resourcefulness
- Empowering self and others
- Numeracy and spreadsheet proficiency
- Delivery orientation
- Service focus
- Attention to detail and accurate output
- Strong administrative skills
- Good interpersonal skills and
- Effective communications skills at all levels

Knowledge and Skills Required:

- Sound understanding of financial matters,
- Preferably understanding/knowledge of relevant South African legislation including: PFMA, National Treasury Regulations and GRAP

Minimum Requirements:

- A minimum of 3 years' experience as a Finance Specialist or equivalent
- Relevant degree in finance/accounting/finance related areas
- The prospective successful candidate should be available immediately – non negotiable

Closing date for applications: **06 May 2021 at 16h30**

Please direct all applications financespecialisttemp@bankseta.org.za

Please use the reference number of this advert (BSFSPECTEMP042021) when applying.

Note: Preference will be given to candidates who meet BANKSETA's Employment Equity Plan. White and coloured males/females are encouraged to apply.