

# JOB ADVERT

## Transport Education and Training Authority Finance

**Finance Assistant (Contract)**  
**Randburg**  
**Package: Market Related**

### 1. KEY PERFORMANCE AREAS:

#### 1. Customer Relations

- 1.1 Provide support to internal and external stakeholders;
- 1.2 Assist in resolving queries from internal and external stakeholders within 48 hours;

#### 2. Finance Administration

- 2.1 Capture invoices onto AX Dynamics;
- 2.2 Create payment batches on AX Dynamics;
- 2.3 Prepare finance payment requisitions;
- 2.4 Allocate GL account numbers to different payment requisitions from the chambers;
- 2.5 Ensure that proof of payments are extracted and forwarded to the relevant chambers or Units;
- 2.6 Assist in preparing the Creditors reconciliation;
- 2.7 Notify chambers and units in time of any issues with regards to their stakeholder claims;
- 2.8 Assist in the filing of all finance documents.

#### 3. RFP System and Project Module

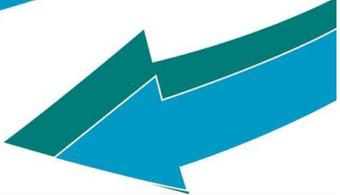
- 3.1 Verify and capture payments;
- 3.2 Advise the Contract Administrators on how to upload the required documents on the project module and RFP System;
- 3.3 Verify DG contracts deliverables on Projects Module.

### 2. MINIMUM REQUIREMENTS

#### 2.1 Qualification and Experience

- M+3 qualification in Accounting/Finance;
- Minimum of 1 years' experience in Accounting/ Finance;
- Exposure to ETD/SETA/Public sector environment will be an added advantage.

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## **2.2 Knowledge and Skills**

### **2.2.1 Knowledge of:**

- Business administration;
- Financial management and business systems including Accounting Software;
- Management Accounting;
- Relevant legislations and GRAP;
- Ability to operate a range of office machines such as printers, scanners, copiers and faxes.

### **2.2.2 Skills**

- Analytical, problem solving and critical thinking skill;
- Computer skills including MS Word; MS Excel; MS Outlook; MS Power Point;
- Administration skills;
- Excellent communication skill (verbally and written);
- Basic report writing skills;
- Ability to work under pressure and long hours at times.

**Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter clearly indicating the name of the position to [recruitment@teta.org.za](mailto:recruitment@teta.org.za). All applicants will be considered in terms of TETA Employment Equity Plan. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The closing date for applications is Monday, 24 June 2019.**

Should you not hear from us within 21 days of the closing date, kindly consider your application as unsuccessful.

