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Transport Education and Training Authority Finance

Mandatory Grant Administrator Randburg Package: Market Related

1. KEY PERFORMANCE AREAS:

1. Customer Relations

- 1.1. Provide all the relevant information and support to external and internal stakeholder queries relating to mandatory grants and interseta transfers;
- 1.2. Ensure regular communication with the units, chambers and Solugrowth to address any WSP status discrepancies between TETA Board approved WSP Report, Indicium and AX;
- 1.3. Provide ad hoc support and provision of reports from business units in relation to levy income and mandatory grants.

2. Mandatory Grants

- 2.1. Create quarterly mandatory grant payment lists in line with the legislation;
- 2.2. Generate mandatory grant vouchers on AX for all companies that have grants due for payment and create a voucher working document to reconcile with the payment journal;
- 2.3. Ensure that the mandatory grant vouchers withheld for payment are excluded from the AX grant payment journal;
- 2.4. Create mandatory grant EFT batch on AX and upload the payment batch onto Standard Bank Business Online;
- 2.5. Capture all new banking details submitted by internal and external stakeholders on AX;
- 2.6. Prepare mandatory grant reconciliation for companies where mandatory grant vouchers are withheld for payment and clear the reconciling items with the relevant chamber and stakeholder.

3. Levy Income / Revenue, Levy Creditors and Staff Debtors

- 3.1. Download the respective employer files and levy files on a monthly basis from the DHET website;
- 3.2. Upload the employer files and levy files onto AX to record monthly levies received to the general ledger;
- 3.3. Compile the levy upload sign-off sheet by ensuring data in the DHET levy files correlates to the DHET remittance and to the deposit amount reflecting on the bank statement on monthly basis;
- 3.4. Ensure the amounts received through interseta transfers are uploaded onto AX on a monthly basis;
- 3.5. Compile the schedules and journals every month for the mandatory grant provision, the 500K provision and the SARS provision;

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- 3.6. Ensure monthly preparation of Levy Income per chamber via comparison to Indicium Huge File and updating monthly consolidated levies year to date schedule;
- 3.7. Ensure monthly compilation of Levy creditors per chamber;
- 3.8. Manage the staff debtors and keep a schedule for all staff debtors;
- 3.9. Prepare the annual employer bad debts Provision for yearend reporting;
- 3.10. Prepare the annual employer grant reserve on newly approved providers.

4. Inter Seta Transfers

- 4.1. Ensure approval and/or rejection of Interseta transfers (IST);
- 4.2. Ensure record keeping of all Interseta transfer documentation;
- 4.3. Ensure administration of all IST fund transfers in and out of TETA including confirmation of TETA year end balances with all SETA's via signed letters;
- 4.4. Assist the units and chambers with IST regulations as per DHET SOP's in terms of TETA accepting WSP submissions and WSP transfers in and out of TETA.

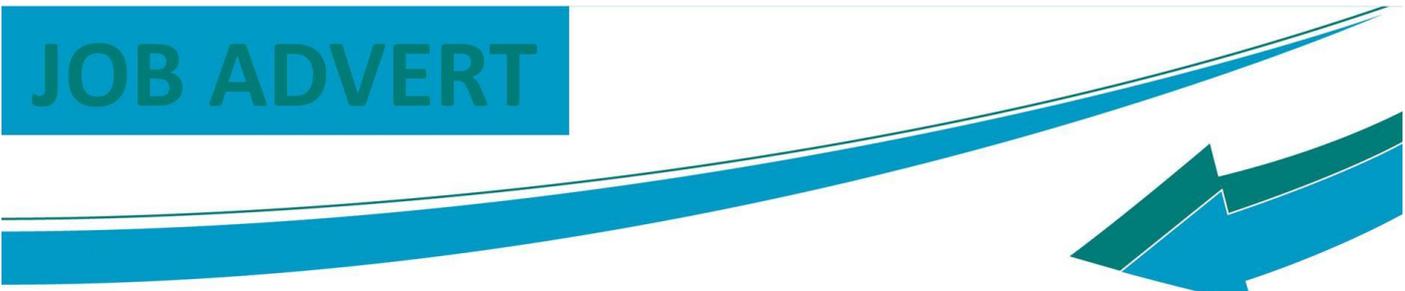
5. Administration of Cellular Accounts and Devices

- 5.1. Provide all the relevant information and support to external and internal queries relating to cellular account and devices;
- 5.2. Administer all cellular accounts in relation to monthly billing;
- 5.3. Management of all devices and cellular lines including the allocation to board members and TETA staff;
- 5.4. Prepare monthly Cellular Schedules for cellular accounts including the deduction list on over usage.
- 5.5. Prepare and capture the monthly cellular journal;
- 5.6. Prepare monthly cellular usage deduction list submitted to human resource payroll and communication sent to the staff relating to cellular usage deduction;
- 5.7. Prepare monthly update of the staff debtors schedule that correlates with staff debtors GL account;
- 5.8. Prepare monthly reconciliation of cellular phone general ledger control account.

6. Petty Cash

- 6.1. Administer all petty cash requests, cash on hand etc;
- 6.2. Process petty cash vouchers and requisitions;
- 6.3. Expense all petty cash receipts;
- 6.4. Custodian of the head office petty cash safe box;
- 6.5. Perform random petty cash counts at all office at least twice a year.

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2. MINIMUM REQUIREMENTS

2.1 Qualification and Experience

- M+3 qualification in Accounting/Finance or relevant tertiary qualification;
- Minimum of 3 years' experience in financial administration;
- Experience of working in accounting software, preferably AX;
- Knowledge of Indicium will be an advantage;
- Exposure in Skills Development Environment will be an advantage.

2.2 Knowledge and Skills

2.2.1 Knowledge of:

- Grant regulations;
- PFMA;
- Legislative knowledge of and understanding of the SDA, SDLA, BCEA and other related legislations;
- SETA environment;
- DHET interseta SOP's.

2.2.2 Skills

- Good interpersonal skills (both written and verbal);
- Computer skills including: MS Word, MS Excel, MS PowerPoint: MS Outlook;
- Report Writing;
- Ability to work independently;
- Ability to work under pressure and meet deadlines;
- Customer focused and results driven;
- Analytical and problem solving skills.

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 . 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, 28 December 2020.

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

