



INTERNAL / EXTERNAL ADVERTISEMENT		
DIVISION: FINANCE		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
FIN: 15/2020	CASH BOOK ADMINISTRATOR SALARY PACKAGE: R 268 750.00 – R 322 500.00	1

MICT SETA seeks to employ a Cash Book Administrator responsible for the administration of cash management in accordance with compliance standards and the policies and procedures of the MICT SETA. The successful incumbent will be based at our Head Office, in Midrand and will report to the **Financial Accountant**.

This is a permanent position aligned to the Government Gazette No. 375 dated March 2019.

MINIMUM REQUIREMENTS

- Matric
- National Diploma in Accounting or equivalent
- 2 – 3 years experience in the cash book administration or similar role. Public sector experience will be advantageous.

RESPONSIBILITIES

- Updating the daily cash flow
- Ensuring that all Cashbooks are written up and reconciled on a weekly basis to the bank statements.
- Ensuring all transactions in the bank statements are written to General Ledger and appropriately applied.
- Identifying and allocate monies coming in.
- Ensuring cash flow is accurate and up to date.
- Addressing and investigating any anomalies on bank statement/cash book
- Updating the cash balances for management reporting on a daily basis
- Maintaining and updating the petty cash
- Maintain the cashbook
- Ensure all transactions are allocated accurately and cleared by month-end
- Prepare and post daily and monthly manual bank journal to the GL
- Responsible for the disbursement of petty cash in terms of policy
- Responsible for maintaining petty cash
- Produce weekly Bank reconciliations for all bank accounts
- Analysis & Monitor bank charges for all bank accounts
- Record Cash book journals
- Clear all reconciling items

REQUIRED OUTPUTS

- Weekly Bank reconciliations.
- Open new bank accounts
- Bi -Weekly Cash flow forecast
- Provide assistance to the Auditors on all related queries and ensure that bank related queries and reports are issued for audit purposes
- Attend to all other queries received from internal and external auditors.
- Daily capturing of Bank statement

REQUIRED SKILLS

- Analytical skills
- Good interpersonal and presentation skills
- Data capturing
- Good communication skills

KNOWLEDGE, ATTRIBUTES AND SKILLS

- High ethical standards
- Honest and trustworthy
- Confidential
- MS Office
- Knowledge of the PFMA
- Knowledge of Treasury Regulations
- Understanding of GAAP
- Thorough grasp of the Public Sector environment

APPLICATION

CVs and certified qualifications of suitably qualified persons may be forwarded to the Human Capital Division for the attention of: Mr Bassanio Gilbert (Recruitment@mict.org.za) no later than **21 July 2020**. Enquires may be directed to 011-207-2600.

Applicants will be subjected to personal vetting.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful.



White, Indian, Coloured and people with disabilities are encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.