

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: FINANCE 31 July 2024		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
FIN: 24/2024	ADMINISTRATOR FINANCE ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R331 034.00 – R447 780.00	1

MICT SETA seeks to employ a suitably qualified and competent **Administrator Finance** to provide administrative and financial support to the Management Accounting unit to ensure the effective and efficient running of the office, provide superior service and to support the MICT SETA in the execution of the overall strategy.

The role will be based at our Midrand Head office and will report to the **Manager: Finance**.

MINIMUM REQUIREMENTS:

- Matric/Grade 12 plus NQF 6 in Finance / Accounting.
- Minimum 2- 3 years' relevant experience.
- Familiarity with office management procedures and basic accounting principles.
- Intermediate Excel and PowerPoint Skills.
- Flexibility in working hours will be required to meet demands of the role.
- May be required to work overtime.
- May be required to travel when required.
- Valid driver's license.

ROLES AND RESPONSIBILITIES

Financial Accounting Administration

- Verify , allocate and post financial transactions into the correct journal accounts
- Prepare and post entries into the general ledger and accounts within the stipulated time frame.
- Receive and verify service provider invoices before submitting for approval.
- Perform suppliers and payments reconciliations.
- Ensuring all payments batches have necessary signatures and payments are made within the required timeframe.

- Forward all remittance advices to service providers and stakeholders.
- Respond to finance enquiries by gathering, analysing, summarising, and interpreting data.
- Prepare payment requisitions and perform creditors reconciliation.
- Maintain petty cash system including reconciliations.
- Manage Fixed Assets Register in collaboration with SCM.
- Assist in preparation of monthly journals.
- Prepare salary journals and payroll related journals.

General Administration

- Respond to routine queries and escalate higher-level requests to the relevant staff in the business unit as required.
- Prepare non-routine and routine correspondence and proofread relevant documents before circulation.
- Assist in the effective and efficient management of document flows and the retrieving and archiving of information in a confidential manner.
- Assist in the preparation of the Financial Accounting relevant reports for review and submission by Financial Accountant.
- Assist in the capturing of relevant information and maintaining the database for the business unit, ensuring data integrity.
- Assist in the coordination and verification of relevant invoices and supporting documents from the business units.

Risk and Compliance

- Process all documentataion according to MICT SETA policies and procedures as well as document control principles,whin specified set time frames to ensure compliance.
- Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.
- Support and provide evidence to all internal and external audit requirements.
- To comply with all policies, procedures, legal and regulatory requirements.

Customer & Client Relations

- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Manager.
- Promptly attentively respond to customer requests within established parameters and time frames.
- Assess or check with customers to ensure solution meets request.
- Receive clients, stakeholders, and guests on behalf of the Office.

SYSTEM SKILLS:

- Microsoft Office
- Financial Systems (SAGE)

VALUES

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness
- Communication

BEHAVIOURAL COMPETENCIES

- Persuasive and Influencing
- Ability to work under pressure
- Analytical and problem solving
- Deadline driven
- Attention to detail
- Interpersonal Sensitivity
- Integrity
- Proactive/Initiative
- Interpersonal relations
- Team Player
- Focused on results

FUNCTIONAL COMPETENCIES

- Budget and Financial Accounting
- Asset Management
- Excellent Communication (verbal, written and presentation)
- Time Management
- Organizing and Planning

Application:

Please click the link to apply <https://forms.office.com/r/AD0ngsJDf5> by no later than **05 August 2024**. Queries may be directed to 011-207-2649.

Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications as unsuccessful. Please note that this is an open position.



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

POPIA DISCLAIMER- By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)