



Job Title:	Finance Officer (permanent)
Organisation:	NEMISA
Department:	Financial Management
Location:	Gauteng, Parktown
Salary Range:	7
Upward Reporting Relationships:	Accountant
Reference Number:	NEM-28/01/2022

MAIN PURPOSE OF JOB

To ensure that all accounting and finance related transactions are accurately and timeously prepared and processed and to assist with administration related functions within the finance department.

JOB OBJECTIVES

- Ensure the accurate processing of cheques and invoices for payment, according to the Institute policies and procedures
- Process supplier invoices into accounting system
- Prepare electronic fund transfers (payments) for creditors
- Notify suppliers of payments when concluded
- Reconcile accounts payable (creditors) against supplier statements
- Ensure that payment is allocated to the correct party, and against the correct references
- Effective capturing and processing of journal entries and data, and reconciliations
- Ensure the evaluation and reconciliation of debtors aged analysis reports against payments received invoicing, refunds and duplications
- Evaluate debtors aged reports for correctness and trend
- Reconcile debtors accounts for completeness
- Communicate with customers with accounts due for payment
- Coordinate the review of accounts to recommend write-off of bad debts
- Follow-up on payments due from customers
- Evaluation of credit card payments and capturing against appropriate codes
- Capturing of cashbook transactions into the accounting system
- Ensure the accurate recording of financial information
- Ensure the accurate processing of VAT as per requirements
- Scanning, naming and uploading of documents on the electronic filing system
- Perform administrative activities as requested by the business unit
- Provide appropriate information and support to all employees and business units regarding payroll matters
- Ensure that payroll protocols are maintained at all times
- Ensure that accurate and current payroll data is provided monthly to facilitate key management decision-making

- Ensure the accurate processing of cheques and invoices for payment, according to the Institute policies and procedure
- Process supplier invoices into accounting system
- Prepare electronic fund transfers
- Co-ordinate and ensure organisational compliance to the legislative requirements of the payroll
- Liaise with Finance regarding accruals for payroll costs
- Provide pro-forma salary slips for Recruitment purposes, as requested
- Ensure timeous take-on of new employees onto the system
- Ensure employee-elected changes are recorded in accordance with policy and that changes are made timeously
- Liaise with financial institutions regarding pay runs monthly, in advance
- Ensure financial protocols are adhered to for payroll sign-off
- Complete monthly payroll reconciliations for submission to Finance
- Co-ordinate ad-hoc payments or collections of erroneous payments
- Facilitate quarterly payroll audits
- Ensure timeous de-activation of exited employees on the system
- Respond to enquiries regarding areas of responsibility in a way that enhances and promotes the image of the Institute
- Participate in internal and external stakeholder forums as directed
- Provide financial advocacy to all business units and CoLabs on guidelines of finance reporting
- Represent and participate in the Institute's committees and/or task teams
- Attend meetings and present findings and proposals to members and management
- Build inter-business unit relationships to support the execution of operations

		Essential	Desirable
Education: Formal Qualifications			
<i>Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. Universities, Technikons, Colleges, etc.</i>			
Level of Education:	Minimum: <ul style="list-style-type: none"> • B.Com Accounting or equivalent • Matric 	Ideal: <ul style="list-style-type: none"> • Matric 	
		Duration / Time	
		Essential	Desirable
Job related Work Experience			
<i>Experience is obtained through opportunities for exposure and practice at work. It includes all working experience has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job train internships and learnerships are incorporated within this category.</i>			

<p>Minimum:</p> <ul style="list-style-type: none"> • 2-3+ years' experience in Financial Accounting with experience in a Public Service entity • 2+ years' in Payroll Administration <p>Ideal:</p> <ul style="list-style-type: none"> • 5+ years' experience in Financial Accounting 	+ 24 months	✓	
	Duration /Time	Essential	Desirable
<p>Job related Skills</p> <p><i>Job-related skills are typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). Skills refer to how to do things. They are demonstrated in the application of techniques and procedures.</i></p>			
Computer literate (MS Office)	+ 24 months	✓	
Report Writing	+ 24 months	✓	
Personable with excellent verbal and written communication skills	+ 24 months	✓	
Presentation Skills	+ 24 months	✓	
Problem Solving	+ 24 months	✓	
	Duration /Time	Essential	Desirable
<p>Job related Knowledge</p> <p><i>Job-related knowledge is typically gained through formal or informal training programs (these exclude programsthrough which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.</i></p>			
Public Finance Management Act (PFMA)	+ 24 Months	✓	
Generally, Recognised Accounting Practice (GRAP)	+ 24 Months	✓	
Treasury Regulations	+ 24 Months	✓	
Knowledge of general financial management and reporting processes within the Public Sector	+ 24 Months	✓	
Excel and knowledge working on Financial Accounting systems such as Pastel	+ 24 Months	✓	



Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: financeofficer@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **28 January 2022 (16:30)**

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports achievement of our Employment Equity goals.