

## **Finance Administrator**

**Salary: R 271 516.26 per annum. (All Inclusive Package) Not Negotiable**

The Public Service Sector Education and Training Authority, needs to employ a suitably qualified Finance Administrator. The successful applicant will be based in PSETA offices in Hatfield.

### **Job profile:**

To ensure that financial controls are adhered to and complied with.

### **Duties and responsibilities:**

- Run efficient divisional administration;
- Upload information into the MIS and upload data into the SETA financial system;
- Receive and distribute all divisional correspondences;
- Capture all creditors and debtors information onto the Financial Accounting System;
- Receive and verify service provider invoices before submitting for approval;
- Prepare payment requisitions and perform creditors reconciliation;
- Maintain petty cash system including reconciliations;
- Liaise with suppliers in terms of their account status;
- Posting and allocating all expenses into the correct account;
- Capture monthly payroll input data into payroll system and process the payroll reconciliation;
- Maintain confidential employee information;
- Administrate and reconcile staff advances
- In addition to these typical duties, may perform other duties as assigned and

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**Vision:** Cutting Edge Skills for Quality Public Services

**Mission:** Leading in the development of skilled and competent human capital in the Public Service Sector through:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.

required.

**Requirements:**

- A National Diploma or Degree in finance/accounting;
- At least 2 years' experience as an administrator;
- Administration and computer skills (MS Office);
- High attention to detail and ability to multi task many things from many people;
- Ability to establish and maintain effective working relationship with individuals from diverse backgrounds;
- High ethical standards;
- Ability to confidentially interact at all levels within and outside the PSETA;
- Proactive, trustworthy and high output-driven individual.

If you match the above profile, submit your application, a detailed CV and motivation for your appointment to the Human Resource Department, PSETA, PO Box 11303, Hatfield or hand-deliver to 353 Festival Street, Hatfield, Pretoria 0028 or e-mail to [recruitment@pseta.org.za](mailto:recruitment@pseta.org.za).

**PLEASE NOTE:**

This is a fixed term position until the **31<sup>st</sup> March 2020**.

Enquiries: Ms Phuti Phosa / Ms Matsatsi Mphahlele

Tel 012 423 5727/ 5740

**Closing Date: 09<sup>th</sup> February 2018**

PSETA is a listed public entity and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

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