

## INSETA ROLE PROFILE – Financial Administrator

### JOB IDENTIFICATION

|                      |                                    |
|----------------------|------------------------------------|
| 1. JOB TITLE         | Grants Administrator               |
| 2. POST LEVEL        | B Band                             |
| 3. DEPARTMENT        | Finance                            |
| 4. REPORTING LINE    | Management Accountant              |
| 5. DIVISION          | CFO Office                         |
| 6. LOCATION / CENTRE | Parktown                           |
| 7. CONTRACT TYPE     | Three 3 months fixed term contract |

### PURPOSE OF THE JOB

Provides administrative support to the creditor payment processes to INSETA creditors and mandatory grant recipients according to policy, the PFMA and statutory requirements and to provide support to the Finance department.

| Key Performance Areas                               | Outputs  |
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| Accounting and Financial Administration Support 50% | <p><b>Expenditure and Payable Management</b></p> <ul style="list-style-type: none"> <li>• Create and maintain an invoice register.</li> <li>• Receive invoices from creditors and check for payment approval, contracts, banking details and create new creditors in Sage where required.</li> <li>• Submit the invoice to relevant manager for sign-off where approval is incomplete.</li> <li>• Submit invoices to the management accountant for verification against the commitment register and for review of general ledger classification</li> <li>• Capture invoices in the ERP system (Sage)</li> <li>• Import/ load invoices on the bank for payment</li> <li>• Submit payment batches to the management accountant for posting on Sage and review of payments loaded on the bank.</li> <li>• Record mandatory grant payments</li> <li>• Import/ load mandatory grants on the bank for payment</li> <li>• Adhere to PFMA, and finance policies</li> </ul> <p><b>Cash Management</b></p> <ul style="list-style-type: none"> <li>• Assist in preparation of weekly bank reconciliation</li> <li>• Follow up on any outstanding documents required for the bank reconciliation</li> <li>• Ensure banking details for creditors are updated on an ongoing basis</li> </ul> <p><b>Other Assets and Liability Management</b></p> <ul style="list-style-type: none"> <li>• Assist with periodic Assets Counts</li> </ul> |
| General Ledger Reconciliation 40%                   | <ul style="list-style-type: none"> <li>• Prepare assigned general ledger reconciliations</li> <li>• Prepare journals with guidance from the accountants</li> <li>• Filing of reconciliation reports in line with procedure</li> </ul>  |

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| General Administration in support of Finance Department 10% | <ul style="list-style-type: none"> <li>• Maintain accurate and complete filing processes</li> <li>• Provide information from records and database as required by stakeholders.</li> <li>• Provide information requested by internal and external auditors</li> <li>• Follow up on outstanding audit requests.</li> <li>• Execute ad hoc duties and actions as required</li> <li>• Identify and communicate any potentials risks within the area of responsibility such as document handling, creditors and bank reconciliations.</li> <li>• Resolve and follow up on queries and issues with the related stakeholders and creditors.</li> </ul> |
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#### REQUIRED QUALIFICATIONS AND EXPERIENCE

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| <b>Qualifications</b><br><br>Preferred Requirement: NQF 6 qualification in Finance | <b>Experience</b><br>Minimum Requirement: A minimum of 1 to 2 years relevant experience in Financial administration and payments in a PFMA environment<br><br>Preferred Requirement: Appropriate experience in the Public Sector environment. |
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#### REQUIRED KNOWLEDGE AND SKILLS

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| <b>Knowledge</b><br>Minimum Requirement: Knowledge and understanding of the PFMA and NT regulations | <b>Skills</b><br>Minimum Requirement: Attention to detail, ability to work under pressure and meet deadline under challenging circumstances, able to work independently and effectively in a team.<br>General Computer skills including Microsoft Excel<br>Preferred Requirements: job Specific |
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#### INFRASTRUCTURE REQUIRED

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| <b>Resources Provided</b> | <ul style="list-style-type: none"> <li>• Laptop Computer</li> <li>• Landline telephone</li> <li>• Access to internet</li> <li>• Photocopier</li> <li>• Scanner</li> </ul> |
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#### ORGANISATIONAL STRUCTURE

Management  
Accountant

Grants  
Administrator

**PERFORMANCE AGREEMENT**

The performance agreement of the incumbent, which attributes specific targets to the above mentioned outputs would be developed based on this Job Description and the Strategy / APP.