

## Internal/External vacancy

<b>Position Title</b>	<b>FINANCE CLERK</b>		
<b>Annual Salary Range</b>	TBC	<b>Location/Country</b>	Johannesburg
<b>OFO Code</b>		<b>Division/Business Unit</b>	Accounts
<b>Standard Hours &amp; Work Pattern</b> (indicate hours & days per week, shift/weekend work)			40 hours per week
<b>Other Benefits</b> (list benefits medical aid, provident fund etc. that are applicable to the role)			Provident Fund, medical aid ( Ocsacare )
<b>Contract Type</b> (specify if contract is full time/part time/ permanent/temporary/fixed term)			Permanent
<b>Business Overview</b> (Provide details of the location where role is based, department etc.) Finance General			

**Role Outline**  
(Please refer to the Role Profile document for details)

**Primary Purpose of the Role** Why does this Role exist?, what is the overall aim of the Role?  
Assist the Finance team with processing and reconciling of financial transactions

**Key Accountabilities** What are the main responsibilities/ job description of the role against which performance is measured?

### Creditors

Check and verify source documents such as invoices, receipts, computer printouts  
Control & Capture Local and Foreign Supplier Invoices  
Allocate creditors payments.  
Email remittance advice to creditors  
Manage accounts payable up to Age Analysis  
Reconcile and balance Supplier Accounts

### General Finance

Capture & Process Cashbook for Multiple Companies  
Process Journals  
Reconcile and balance accounts  
Inter-company account processing  
Assist with requesting BEE certificates and Updating of Evolution

### General

All Filing for Finance Dept.  
Photocopy fines, subsistence & other deductions for payroll  
Completion of application and cancellation forms  
Ensure timeous payments of fines and licence renewals  
Assist with submission of insurance claim requests  
Assist with update of the CMT Schedule  
Assist with audits.  
Assist with any finance related ad-hoc task required.  
Meet month end deadlines

### **Resources**

(What resources will the role holder have at their disposal, e.g. size of budget, number of staff reporting, include the geographical spread of these resources)

N/A

### **Key Relationships**

List the categories of External and Internal Contacts	Indicate the focus/nature of interaction
Internal / External Suppliers	*
Management	*

**Performance Indicators** (What criteria will be used to assess the performance of the role holder)

Processing Errors  
Reaching month end deadlines

### Capability Profile

(What skills, competencies and experience are required to perform the role satisfactorily)

Qualifications	Essential (x)	Desirable (x)	
Matric	X		
Bookkeeping qualifications	X		
2 years experience in Senior Finance role	X		
Skills/Competencies/Experiences	Essential (x)	Desirable (x)	
Dependability and reliability.	X		
Computer literacy (Excel, Word)	X		
Excellent interpersonal, leadership, motivation and planning skills	X		
Excellent communicator (verbal & written)	X		
Initiative - Job requires a willingness to take on responsibilities and challenges.	X		
Excellent communication skills	x		
Sage Evolution	x		
Skills/Competencies/Experiences	First Language (x)	Fluent (x)	Basic (x)
English		x	

### Contact Details for all applications

CV/Application Form via Email to the recruitment Manager below

<b>Recruiting Administrator Name</b>	<b>Ntsiki Tyolo</b>	<b>Todays Date</b>	24/04/19
<b>Recruiting Manager Email</b>	<a href="mailto:recruitment@gina.co.za">recruitment@gina.co.za</a>	<b>Closing Date</b>	30/04/19
<b>Vacancy Reference</b>		<b>Commence Date</b>	<b>ASAP</b>

All queries in relation to this role be directed to the HR Administrator via Email in the first instance.