



## VACANCY

REFERENCE NR	:	VAC02431/21
JOB TITLE	:	Finance Officer: Provincial Finance
JOB LEVEL	:	C4
SALARY	:	R 390 414 – R 585 621
REPORT TO	:	Financial Manager: Provinces
DIVISION	:	National Consulting: Central Region
DEPT	:	RPL: CR Finance
LOCATION	:	Free State Province, Bloemfontein
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

To implement the timely and accurate monthly processing of all finance related transactions and reconciliations to ensure that transactions are recorded and processed accurately and timely. This includes the following functions (but not limited to) Accounts Payable, Accounts Receivable, Debt Management, Receiving (GRV) and Asset Management.

### Key Responsibility Areas

Timely and accurate processing of supplier invoices and completion of reconciliations to ensure that invoice payments are done within company target days. Implement policies and procedures for the environment to ensure compliance with applicable and a clean audit report. Compile finance related reports to stakeholders and for inclusion in financial reports. Escalate incidents of non-compliance with finance process to facilitate resolution of problem areas. General Finance administration and journal processing. Maintain the asset register. To timeously and accurately process, print and distribute customer invoices to ensure the quality of billing. To attend to and address customer requests, queries and disputes related to billing and accounts receivable. To prepare the relevant revenue accruals. Monitoring of billing against SLA's/project milestone and other related items.

### Qualifications and Experience

**Minimum:** 3-year National Diploma or Bachelor's Degree in Accounting / Finance.

**Experience:** 2-3 years relevant experience in a financial environment with at least 1-year Oracle experience or other integrated system experience.

### Technical Competencies Description

Good knowledge of Generally Recognised Accounting Practice (GRAP); Understanding of relevant legislation, including PFMA and Treasury regulations; Knowledge of Financial Reporting and Analysis, Risk Management and Control, & Tax Accounting; Identification of risk; Implementation of internal controls; Oracle experience and knowledge will be a strong advantage; System processes; Ability to analyse reporting information and recommend corrective action; Ability to make an informed decision; Basic understanding of accounting principles; Understanding of one's role and influence in finance.

### Other Special Requirements

N/A.

### How to apply

1. To apply please log onto the e-Government Portal: [www.eservices.gov.za](http://www.eservices.gov.za) and follow the following process;
2. Register using your ID and personal information;
3. Use received one-time pin to complete the registration;
4. Log in using your username and password;
5. Select Recruitment Jobs;
6. Select Recruitment Citizen to browse and apply for jobs;
7. Once logged in, click the Online Help tab for support if needed.

For queries/support contact the following people: [Prudence.masola@sita.co.za](mailto:Prudence.masola@sita.co.za), [Zanele.sompini@sita.co.za](mailto:Zanele.sompini@sita.co.za) and [Marie-Heleen.Labuschagne@sita.co.za](mailto:Marie-Heleen.Labuschagne@sita.co.za)

**CV`s sent to the above email addresses will not be considered.**

**Closing Date: 07 December 2021**

### Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.
- CV`s sent to incorrect email address will not be considered