

**FINANCE OFFICER (SL5)**  
**SALARY: R152 862 Per Annum (Excluding Benefits)**  
**(REF NO.: EEC-FO-01/2017)**  
**One (1) Year Contract**

**Minimum Requirements:** A National Diploma/Degree in Finance or Accounting or equivalent qualification. One (1) year experience in finance or relevant field. Computer literacy. Drivers licence will be an added advantage.

**Competencies, Knowledge and Skills:** Knowledge of relevant legislation, policies and procedures relating to Finance and Assets Management. Good communication, interpersonal skills, problem solving skills, trustworthy, proactive, reliable. Must be able to work under pressure. Computer literacy and valid driver's licence.

**Duties and Responsibilities:** Download and reconcile Bank Statement. Process insurance claims. Process requisition for payments for procured goods. Ensure that payment is done for all received goods and Invoice. Process payments of Salaries for Invigilators, Overtime, Afternoon and Part-time claims. Issue Petty cash vouchers and do reconciliation. Process requests for Cheques payments. Process requisition for student's refunds. Issue invoices & financial statements. Handling of students queries regarding accounts. Make follow regarding outstanding accounts. Printing & filing of bank statements, invoices, reports and ledger documents etc. Comply with the College policies and procedures.

**ENQUIRIES:** Mr M Mathe Tel. No. (011) 730-6600.

**CLOSING DATE:** 09 June 2017 at 13:30. Applications received after the closing date or faxed applications will not be considered.

**Please Note:** Applications must be submitted on a form Z83 obtainable from any Public Sector Department/TVET College. The reference number and the post title must be quoted on the Z83 which must be originally signed by the applicant. Candidates must also submit comprehensive curriculum vitae, certified copies of identity documents and certified copies of all qualifications including matric certificate. Certified copy of the drivers licence, where required, must be provided. All qualifications obtained from institutions outside South-Africa should be accompanied by certified copies of SAQA certificate. Clearly indicate the experience where applicable (DD-MM-YYYY). Successful candidate will be subjected to security screening. Applications must be delivered to Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or posted to Private Bag X52, Springs 1560, for the attention of the HR Manager, MR M MATHE. Due to high volume of applications, applications will not be acknowledged and if you do not receive any response within 3 months, please accept that your application was unsuccessful. The College is an affirmative action employer!