
ADVERTISEMENT

The Education Labour Relations Council (ELRC) is a statutory council, established in terms of Section 37 of the Labour Relations Act, No. 66 of 1995 as amended. It operates in the Public Education Sector, providing services to the Department of Basic Education, Trade Unions and educators in the interest of South African Public.

The ELRC's primary objective is to • Promote and maintain labour peace in education. Prevent and resolve labour disputes in education • Promote collective bargaining in relation to matters of mutual interest.

The Education Labour Relations Council (ELRC) wishes to fill the vacancy of:

FINANCE OFFICER

Based in Centurion

All inclusive remuneration package of R574 600 per annum (Non-Negotiable)
Our benefits include: A housing allowance, provident fund, medical aid (***this benefit is payable if an employee belongs to a registered medical aid***) and a service bonus
(Grade C2) Ref. ELRC/FO

REQUIREMENTS OF THE POST

A 3-year Degree/Diploma in Financial Accounting or equivalent NQF level 6 with 3 years' relevant experience.

KNOWLEDGE AND SKILLS

- Financial management
- Knowledge Sage Evolution accounting system
- Bookkeeping skills
- Knowledge of Budgeting
- Knowledge of Salary administration
- Debtors and creditors management
- Statistical skills
- Analytical skills
- Communication skills
- Skills in MS Office software, especially Excel.
- Excellent financial and accounting skills including dealing with financial reports and audits.

KEY PERFORMANCE AREAS

Revenues and receivables

- Prepare a monthly reconciliation of income generated by the Council
- Follow up on income deposits that are incorrect or late.
- Prompt invoicing of debtors on monthly bases.
- Perform debtor's reconciliations.

- Ensure recovery of monies due.
- Verify of levies from FETC and provincial education departments.
- Manage the recoverability of debtors monthly and review monthly levy reconciliation.
- Prepare correcting and recording journal entries.

Cash and Cash equivalents

- Capture all cash book entries and bank reconciliation monthly.
- Prepare and load bank beneficiaries for addition and amendments.
- Prepare petty cash vouchers.
- Ensure the safe keeping of the petty cash card (bank card) and safe keys.

Expenses and payables

- Capture invoices and claims for the finance manager to process.
- Match the requisition, purchase order, invoice, deliveries note (or attendance register for meetings) and payment advice.
- Prepare correcting and recording journal entries.
- Prepare creditors reconciliation and submit to Finance Manager for review.

Fixed Asset Reconciliation

- Prepare the fixed assets register reconciliation report to be submitted to the Finance Manager for review.
- Prepare the monthly and annual depreciation of assets.
- Assist the finance Manager to perform reassessment of useful lives and impairment testing.

Payroll and third party payment

- Export net salaries from the payroll system.
- Load net salaries on the banking system and submit to finance manager for Checking.
- Process payments within the prescribed timelines.
- Prepare the payroll journals and reconciliations for review by finance manager.

The successful candidate will be required to enter into a Performance Contract with the Manager: Finance on an annual basis.

Interested candidates must forward certified copies of their qualifications with a detailed Curriculum Vitae, marked “Confidential” for the attention of the HR Department via post to Private Bag X126, Centurion 0046 or hand delivery at 261 West Avenue, ELRC Building, Centurion, or via e-mail at recruitment.hr@elrc.co.za.

Please note that the maximum e-mail size should not exceed 5MB.

**Enquiries can be directed to Mr Nkanyiso Mhlungu on (012) 663-7446.
The closing date for receipt of applications is **03 June 2022 at 16:00.****

The ELRC is an employer committed to employment equity and, as such, women and people with disabilities are encouraged to apply.

The Council reserves the right not to make an appointment. If you have not heard from the ELRC within 30 days of the closing date, please accept that your application has been unsuccessful.