



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20240507/1611
BPS Vacancy Number:	VAC00078/24
Job Title:	Finance Officer: Provincial Finance
Job Level:	C4
Vacancy Type:	Internal & External
Salary Range:	R409935.00 - R614903.00
Organisation Name:	State Information Technology Agency
Division:	NRCS: National and Regional Consulting Services
Department:	RPL: HOD Coastal Region
Employment Type:	Permanent
Location:	Western Cape
Number Of Openings:	1

Purpose of 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

Responsibilities:

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:

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.

Knowledge:

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

Technical Competencies

<p>Financial Accounting</p> <p>The process of recording, summarizing, and reporting the myriad of transactions resulting from business operations over a period of time.</p> <p>Management Accounting</p> <p>The process of recording, summarizing, and reporting the myriad of transactions resulting from business operations over a period of time.</p> <p>Business Writing</p> <p>Conveys written information and business reports in a detailed and effective manner to individuals or groups to ensure that they understand the message.</p> <p>Customer Relationship Management</p> <p>The systematic identification, analysis, management, monitoring and improvement of stakeholder relationships in order to target and improve mutually beneficial outcomes. Gains commitment to action through consultation and consideration of impacts. Design the relationship management approach to be taken; including roles and responsibilities, governance, policies, processes, and tools, and support mechanisms. Creatively combines formal and informal communication channels in order to achieve the desired result. CRM & Client Contract Management</p>
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<p>Interpersonal and Behavioural Competencies</p> <p>Active listening</p> <p>The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.</p> <p>Attention to Detail</p> <p>The ability to ensures information is complete and accurate.</p> <p>Analytical thinking</p> <p>Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.</p> <p>Disciplined</p> <p>Showing a controlled form of behaviour or way of working, diligently.</p> <p>Resilience</p> <p>The ability to effectively handle disappointment, rejection and set-backs while still working well and meeting deadlines.</p> <p>Stress Management</p> <p>The ability to keep functioning effectively when under pressure and maintain self control in the adversity.</p>
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<p>Additional Requirements</p> <p>N/A</p>
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<p>How to apply</p> <p>To apply please log onto the e-Government Portal: http://www.eservices.gov.za/ and follow the following process;</p> <ol style="list-style-type: none"> 1. Register using your ID and personal information; 2. Use received one-time pin to complete the registration; 3. Log in using your username and password; 4. Click on “Employment & Labour”; 5. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs; <p>Or, if candidate has registered on eservices portal, access http://www.eservices.gov.za/, then follow the below steps:</p> <ol style="list-style-type: none"> 1. Click on “Employment & Labour”; 2. Click on “Recruitment Citizen”; 3. Log in using your username and password; 4. Click on “Recruitment Citizen” to create profile, update profile, browse and apply for jobs; <p>For support, please send an email to: egovsupport@sita.co.za or Call: 0801414882</p>

<p>Closing Date : 14 May 2024</p>
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<p>Disclaimer</p>

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

1 If you do not hear from us within two months of the closing date, please regard your application as unsuccessful

2 Applications received after the closing date will not be considered Please clearly indicate the reference number of the position you are applying for

3 It is the applicant s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority SAQA

4 Only candidates who meet the requirements should apply

5 SITA reserves a right not to make an appointment

6 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

7 Correspondence will be entered to with shortlisted candidates only

8 CV s from Recruitment Agencies will not be considered

9 CV s sent to incorrect email address will not be considered

*****NB: EMAILED CV'S WILL NOT BE ACCEPTED*****