



Vacancy

Applications listed below are hereby invited from suitably qualified persons whose appointment will promote representivity.

BACKGROUND

Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act (No 97 of 1998)

POSITION: Officer: Debtors and Creditors

REFERENCE NUMBER: CATHS24/2021

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: C2

TCTC: R 347 635,68 per annum (All-inclusive package)

LOCATION: Head Office in Midrand

REPORTS TO: Accountant: Expenditure Management

JOB SUMMARY

To support management in meeting and exceeding the overall objectives of the financial statements reporting and facilitating the grant payments within the CATHSSETA's Finance Department.

Key Performance Areas and Responsibilities

- Adhere to the implementation of the financial management systems and policies; and optimize controls and processes.
- Comply and enforce compliance with all legislative requirements, PFMA, Treasury Regulations, MTEF and adjustment estimates Implement and maintain applicable policies to ensure tight fiscal control
- Coordinate the audit process
- Adhere to the internal controls
- Adhere to the financial risk controls
- Adhere to the Batho Pele principles through a caring, accessible, and accountable service
- Carry out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirements.

Qualifications, Skills, Experience and Attributes

- A Diploma in Financial Accounting or Financial Management (NQF level 6) or equivalent is a minimum requirement
- A degree in Accounting or Finance will be an added advantage
- 2-3 years experience as a Debtors and Creditors Officer; of which
 - 1-2 years' must have been as a Debtors and Administrator
 - 1-year experience in a SETA environment is advantageous

Knowledge and Skills

- Basic knowledge of relevant Public Service Acts (PFMA, BBBEE codes, Treasury Regulations and SDA)
- Policy interpretation and implementation
- Basic knowledge and understanding of Internal Controls, Policies, Processes and Procedures
- Knowledge of GRAP and Delegation framework

Competencies and attributes

- Quality Concern & Attention to detail
- Customer focus and loyalty
- Organisational Commitment
- Integrity and ethical behaviour
- Innovation and initiative
- Planning and organizing
- Impact Communication
- Financial management
- Project management

Applications are to reach CATHSSETA by 16h00 on Tuesday, 25 January 2022. Any applications received thereafter will be not considered.

CATHSSETA is an equal opportunity employer committed to principles of Employment Equity. It is the responsibility of the applicants to familiarise themselves with the specific details of the positions they are applying for.

The first preference will be given to Male (African, Coloured, Indian, White) representation to meet the organisation's Employment Equity targets.

Applications must be accompanied by a **signed application form indicating the position you are applying for, and a detailed CV (in a word format)**. Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to FINrecruit@cathsseta.org.za

Correspondence will be limited to successful candidates only. Persons with disabilities are strongly encouraged to apply. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Creditworthiness; Previous employment (reference checks); and Qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). CATHSSETA reserves the right to subject shortlisted applicants to a psychometric evaluation in accordance with its policies. All shortlisted candidates will be expected to avail themselves for an interview at CATHSSETA's convenience. CATHSSETA reserves the right not to make an appointment. Any queries may be directed to Ms N Xhalabile via email at noxolox@cathsseta.org.za. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.

Approved on 14/01/2022


