

The South African Nursing Council (SANC) is the body entrusted to set and maintain standards of nursing education and practice in the Republic of South Africa. It is an autonomous, financially independent, statutory body, initially established by the *Nursing Act, 1944* (Act No. 45 of 1944), and currently operating under the *Nursing Act, 2005* (Act No. 33 of 2005). The SANC currently has the following vacancy, and candidates that meet the requirements as provided are invited to apply:

<b><u>DEPARTMENT</u></b>	<b>: FINANCE</b>
<b><u>POSITION</u></b>	<b>: ADMINISTRATION CLERK: CASH BOOK</b>
<b><u>REFERENCE NUMBER</u></b>	<b>: ACCB/001/09/2020</b>
<b><u>REMUNERATION</u></b>	<b>: R287 588.46 TO R350 568.73</b>
<b><u>TERMS OF APPOINTMENT</u></b>	<b>: PERMANENT</b>
<b><u>CLOSING DATE</u></b>	<b>: 09 OCTOBER 2020 AT 16H30</b>

**MINIMUM REQUIREMENTS:**

- Grade 12.
- National Diploma in Finance/ Accounting or an equivalent qualification.
- Minimum of 2 years' working experience performing cash book functions.

**KNOWLEDGE REQUIRED:**

- Finance standard operating procedures and policies.
- Preparation of annual financial statements and financial reporting.
- Knowledge of IFRS and other financial reporting standards.
- Knowledge of cash book management processes and procedures.
- Knowledge of current ERP systems.
- Understanding of GAAP and IFRS
- Computer literacy (working knowledge of MS Word, Excel, Outlook, etc.)

**COMPETENCIES/ SKILLS:**

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability



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- Initiative
- Communication
- Interpersonal relationships
- Flexibility
- Team work
- Planning and execution

**KEY PERFORMANCE OUTPUTS:**

- Assist with month end reconciliation and reports.
- Maintain and reconcile cashbooks to bank statements daily.
- Maintain and reconcile credit cards accounts monthly.
- Update daily bank balances for all accounts.
- Process daily and monthly payments according to a payment schedule.
- Follow ups regarding payments.
- Issue, process, reconcile and maintain petty cash.
- Maintain the payment database of all suppliers and ensure timeous payment to suppliers.
- Prints payment requests/cheques/EFT summary and submits them to the Financial Accountant and Senior Manager Finance for signature/payment.
- Ensure that suppliers are paid timeously and that settlement discounts are obtained wherever available.
- Daily Cashbook & Deposits reconciliation.
- File all invoices, Requests for Debit/Credit Notes, statements, reconciliations, EFT's and cheque counterfoils monthly.
- Responsible for daily banking
- General filing, administrative duties and archiving.
- Liaises with other departments in a friendly and helpful manner.
- Assists with audit requirements at year end.
- Perform ad hoc tasks as delegated by the line manager/ supervisor including asset management responsibilities on an interim basis.

**NB:** Applications must be completed in full on the prescribed form, obtainable from the SANC website ([www.sanc.co.za](http://www.sanc.co.za)). Applications may be e-mailed to [accb@sanc.co.za](mailto:accb@sanc.co.za).

**Incomplete applications or those which do not meet the above requirements will not be considered.**

All applications must be accompanied by certified (not older than six months) copies of identity document and all relevant educational and professional qualifications as well as proof of professional registration, together with an up-to-date, detailed curriculum vitae (CV) including information on key performance areas and three contactable references, including the most recent employer. Foreign qualifications must be accompanied by a SAQA evaluation certificate.

The SANC will conduct background checks (e.g. employment verification and reference checks as indicated on the CV, as well as in respect of criminal record, citizenship, financial records, qualifications, driver's license and professional registration, if applicable). First preference will be given to South African citizens.

The successful candidate will be appointed on a 12-month probation basis and will be permanently employed if all of the performance requirements are met during probation. Candidates may be subjected to practical tests and a competency-based assessment, determined by the SANC.

**Please note:** Correspondence will be limited to shortlisted candidates only; therefore, if you have not been contacted within four (4) months of the closing date of this advertisement, please accept that your application was not successful. The SANC is committed to employment equity and therefore people living with disabilities are encouraged to apply. Enquiries may be directed to Mr. Mbongiseni Ntuli, at tel. no. (012) 426 9533. The South African Nursing Council reserves the right not to make any appointment.