

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:

#### INTERNAL AND EXTERNAL ADVERTISEMENT

<b><u>DEPARTMENT</u></b>	<b>: FINANCE</b>
<b><u>POSITION</u></b>	<b>: FINANCE OFFICER: BANK AND CASH</b>
<b><u>REFERENCE NUMBER</u></b>	<b>: FOBC/001/09/2020</b>
<b><u>REMUNERATION</u></b>	<b>: R354 038.45 TO R431 570.89</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 3 years' working experience in finance within a bank and cash environment in a corporate organisation / organ of state or a public entity or public sector.
- Working experience with an ERP accounting package or with Accpac system and costing working experience will be an added advantage.

#### **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.)



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### **COMPETENCIES/ SKILLS:**

- Job knowledge
- Technical skills
- Acceptance of responsibility
- Quality of work
- Reliability
- Initiative
- Communication
- Interpersonal relationships
- Flexibility
- Team work
- Planning and execution

### **KEY PERFORMANCE OUTPUTS:**

- Process invoices and credit notes for invoicing.
- File all creditors' documentation.
- Process creditor reconciliations, payments and resolve of queries.
- Prepare monthly general ledger journals.
- Perform cash book activities.
- Assist with preparation of cash-flow projections.
- Ensure that proper internal controls are implemented and adhered to.
- Supervise administration of petty cash and credit cards reconciliation timeously.
- Assist with external and internal Audit.
- Assist with annual budget preparations and issuing of cost centre budgets.
- Assist with preparations of monthly and quarterly reports, daily/monthly cost reports and variance analysis.
- Ensure that costs are allocated to correct cost or profit centres.
- Prepare monthly accruals and follow up on long open purchase orders.
- Prepare Vat reconciliation for payment and file it on e-filing after proper approval.
- Perform ad hoc tasks as delegated by the line manager/ supervisor including asset management responsibilities on an interim basis.
- Manage resources (Human, Financial, Physical and Information).

**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 [fobc@sanc.co.za](mailto:fobc@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.