



LGSETA

CREATING GREATER IMPACT

The Local Government SETA (LGSETA) was established in terms of the Skills Development Act No. 97 of 1998 and is responsible for skills development within the Local Government sector. The Minister of Higher Education and Training extending their licence period to 31 March 2020 relicensed the SETAs. Accordingly, employment with the LGSETA is determined for a fixed period and aligned to the SETA licence term.

VACANCY: ADMINISTRATOR: FINANCE – (1 POST): Ref no ADMINFIN/001

Position location: Gauteng, Bedfordview

Responsible for assisting with overseeing financial activities within LGSETA including the Administration of General Ledger and Bookkeeping. Management of once-off supplier accounts.

Job Requirements: Minimum: National Senior Certificate (Grade 12) – with Accounting (NQF Level 5)

Ideal: National Diploma Accounting (NQF Level 7); 2 years within a financial administrator or creditor's administration role with particular emphasis on administration, supplier management and reconciliations of accounts. Experience in a public entity would be beneficial.

Key performance areas: Responsible for the daily internal controls relating to the Bank and Cash, Fixed Assets Management and Monthly reconciliations for the preparation of financial statements. . Ensures LGSETA compliance with GRAP regulations and standards. Support with interventions for non-financial staff acquire and improve knowledge regarding financial policies and procedures. Adherence to LGSETA financial processes, procedures, and ensuring that reconciliations for both bank and assets are prepared timeously for all 8 provincial offices. Responsible for the prepayments, interest calculations and journals as part of the monthly reporting.

Interested applicants are invited to send their applications to the following e-mail address: careers@lgseta.org.za for the attention of: Mrs Lebo Magaela. The submitted application/s should consist of a comprehensive Curriculum Vitae (CV) with contactable referee details, covering letter, Copy of qualifications and should clearly state the job title and its reference number.

THE CLOSING DATE: 21 September 2018.

NB: The LGSETA reserves the right not to make any appointment, and should you not receive any correspondence from us by end September 2018, please consider your application as unsuccessful.

*** Only candidates meeting the minimum job requirements need apply.**

*** The LGSETA will not be liable for candidates' travel expenses.**