

JOB SPECIFICATION & RECRUITING PROFILE OF VACANCY

12 February 2019

The following vacancy exists at NSFAS.

Position	Reconciliation Manager	Type & Grade	Grade 11 <i>(12 months fixed term contract)</i>
Vacancy No	64 of 2018/19		
Department & Unit	Finance Department		

POSITION OVERVIEW

The main purpose of the job is to manage the Key account reconciliation Service Unit. Management of this unit includes that the internal quality assurance processes are adequate to ensure funds are effectively disbursed to eligible students.

KEY PERFORMANCE AREAS

Key Performance Areas (KPA's)	Duties and Responsibilities
1. Internal Reporting	a) Accurate and timely reporting to internal and external stakeholders
2. Stakeholder Management	a) Expectations of Internal and external stakeholders are effectively managed. Stakeholders are engaged to assist with the resolution of exceptions identified. Issues not effectively resolved are escalated accordingly.
3. Data analytics	a) Analyse data to identify potential gaps or blockages in the system. b) Analyse the approved payment instructions to determine whether only valid claims are being paid.
4. Information management	a) Ensure datasets utilised are complete and accurate. b) Ensure issues identified are resolved at source c) Ensure datasets and information are regularly updated by relevant stakeholders, as and when required

5. Team Management	a) Set, control and report on key performance areas. b) Coach, mentor and train direct reports as required c) Manage performance.
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DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Bachelor's degree in Accounting or Financial management.
- 5 years' experience in Financial Management and reporting
- Post graduate degree in Accounting or related field 5 Years' Accounting experience of which 3 years must be Reconciliation experience

Preferred skills and experience

- Chartered Institute of Management Accountants (CIMA) or South African Institute of Chartered Accountants (SAICA) qualification
- Knowledge and experience in the Higher Education and Training sector
- Knowledge and experience in the public sector and the PFMA

Skills and Competencies

- People management
- Planning and organising
- Problem solving
- Resilient
- High tolerance for change
- Ability to think on your feet
- High Emotional Intelligence (EQ)
- Integrity
- Communication skills
- Innovation
- Team player
- Goal Orientation
- Ability to work under pressure and tight deadlines
- Professional self-awareness
- Detail Orientation
- Financial acumen
- Written communication skills
- Analytical ability
- Time management skills
- Report-writing skills
- Presentation skills



- Coordination skills
- Interpersonal skills

REMUNERATION & BENEFITS

Remuneration Package: R 697 011 – R 821 052

Total Cost to Company per annum inclusive of all benefits and company contributions.

Benefits and Conditions: **Compulsory Medical Aid, Pension Fund & Annual Bonus**

Included in the above remuneration is the company contribution to our compulsory pension fund (7.5%), medical aid contributions and an annual bonus.

Closing date: 25 February 2019

PLEASE NOTE

Interested applicants who meet the requirements should send Detailed Curriculum Vitae, Copies of Academic Qualifications and names of two contactable referees to Nokulunga Mtse via email, with the subject Reconciliation Manager to jobs@nsfas.org.za.

NSFAS do not consider late applications.

Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates.

NSFAS only corresponds with shortlisted candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful.

EMPLOYMENT EQUITY:

“NSFAS is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote representivity will receive preference. “

