



National Credit Regulator

*The National Credit Regulator (NCR) was established as the regulator under the National Credit Act 34 of 2005 (the Act) and is responsible for the regulation of the South African credit industry. It is tasked with carrying out education, research, policy development, registration of industry participants, i.e. credit providers, credit bureaux and debt counsellors, investigation of complaints, and enforcement of the Act. The Act requires the Regulator to promote the development of an accessible credit market, particularly to address the needs of historically disadvantaged persons, low income persons, and remote, isolated or low density communities. The NCR invites*

## **Position: Senior Financial Administrator** **Paterson Grade: C-Lower**

### **Requirements:**

The successful candidate will have a 3 year degree/diploma majoring in Finance and or Accounting or an equivalent qualification, coupled with 3 years relevant experience.

### **Duties:**

- Review of renewal notice letter prepared by the financial administrators.
- Review of reminder and final demand letter for outstanding renewals fees.
- Checking the accuracy of fees captured on the system.
- Review memos sent to the finance department.
- Monitoring of the master bank statement and hold regular meeting with the finance department.
- Ensuring that policies and procedures are complied with at all times.
- Review the performance of the financial administrators and report to the Financial Accountant.

### **Knowledge:**

- Registrations of credit providers, debt counselling and credit bureaux.
- Regulatory framework
- Understand of finance processes.

### **Skills:**

- Supervisory skills.
- Analytical skills
- Report writing.
- Good problem solving.
- Accounting and statistical skills.
- Good interpersonal relations.

**Closing Date: 28 September 2018**

The National Credit Regulator is an equal opportunity organisation which offers competitive market related packages. Suitable persons should send a detailed CV quoting the relevant reference number to: [Recruitment@ncr.org.za](mailto:Recruitment@ncr.org.za).

***Correspondence will only be entered into with short listed candidates. The National Credit Regulator reserves the right not to make an appointment.***



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