



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 applications from suitable candidates for the following position:

**Position: Cashbook Clerk
(6 months fixed-term contract appointment)
Paterson Grade: B Upper
Salary Ranges from R103 300 – R185 900 maximum**

Requirements:

The candidate must have a relevant 3-year tertiary qualification in Finance with at least 2 years' relevant experience.

Duties:

- The overall maintenance of the cashbook and suspense account.
- Clearing of suspense account.
- Capturing of deposits and payments to correct accounts.
- Performing weekly and monthly bank reconciliations.
- Process invoices, credit note and debit notes relating to applications, new registrants, window decals, additional branches and replacement certificates.
- Creating debtors' accounts and overall maintenance of the debtor account
- Reporting on cashbook weekly and monthly reconciliations of the suspense account
- Confirmation of payments received for new registrations, additional branches, window decals and replacement certificates.
- Ensure adherence to relevant statutory requirements, policies and procedures.
- Identify and implement mitigating controls as per the operational risk register.
- Filing
- Be able to attend to any ad hoc tasks that may be requested relating to accounts receivable.
- Attend to internal and external audit requests.

Knowledge:

- PFMA and Treasury Regulations.
- Knowledge of financial processes.
- Knowledge of accounts payable and accounts receivable business processes.
- Knowledge of financial computer systems.
- Knowledge of bank reconciliations.
- Knowledge of Great Plains will be an added advantage.

Skills:

- MS Office.
- Good verbal and written communication skills.
- High numeric skills and high degree of accuracy.
- Ability to work under pressure.
- Innovative and self-driven.

Closing Date: 22 February 2024

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: COM-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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