



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 applications from suitable candidates for the following position:*

**Position: Financial Administrator**  
**Patterson Grade: B- Upper**  
**Salary Ranges from R103 300 – R185 900**

**Requirements:**

The suitable candidate must have a three (3) year tertiary qualification in Accounting or Financial Management with at least one (1) year's relevant experience.

**Duties:**

- The successful candidate will be responsible for ensuring an effective and efficient renewal/penalty fee and lapsing process for registrants.
- Ensuring proper updates of registrants' profile.
- Reconciliation of debtors accounts.
- Responsible for the clearance of inactive/cancelled registrants' balances on a monthly basis.
- Attending to registrant queries via email or walk-in registrants.
- Responsible for the preparation and processing of any journals pertaining to changes or amendments to registrants' accounts.
- Assisting in the confirmation of payments received for new registrations, additional branches and replacement certificates.
- Clearance of credit balances on debtor's accounts and initiate refunds process in cases where registrants has overpaid fees thus ensuring an efficient refund process.
- Provide daily, weekly, monthly and/or quarterly progress reports to the Supervisor or Manager on refunds, lapsing and progress/updates on credit balances clearances and/or any other reports requested for accounts receivable.
- Assist with co-ordination of quarterly risk register for the department.
- Ensuring policies and procedures complied with at all times.
- Be able to attend to any adhoc tasks that may be requested relating to accounts receivable.
- Attend to internal and external audit requests.

**Knowledge:**

- Understanding of the National Credit Act.
- Basic Knowledge of Generally Recognised Accounting Practise (GRAP).
- Knowledge of accounting processes and procedures.
- Knowledge of accounting software- Great Plains will be an added advantage.

**Skills:**

- High level of computer literacy (Microsoft Office).
- High level of numerical and accuracy skills.
- Excellent written and verbal communication skills.
- Good interpersonal skills.
- Excellent Analytical skills.
- Exhibit high level ethical conduct.
- Ability to handle pressure and be dead-line driven.

- Flexible to learn other areas in the finance department.
- A strong customer focus.

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**Closing Date: 8 September 2022**

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](mailto: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.***



**Ref No: FFA/09/22**