



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, alternative dispute resolution agents, payment distribution agents and debt counsellors, investigation of complaints, and enforcement of the Act. The Act requires the NCR 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: Senior Financial Administrator

Paterson Grade: C-Lower

Salary ranges from R159 100 – R302 300 maximum

Requirements:

The successful candidate must hold a three-year degree majoring in finance and/or accounting, coupled with 3 year relevant experience.

Duties:

Accounts Payable

- Monitoring of invoice receiving, submissions and approval of invoices.
- Review and posting of accounts payable invoices.
- Review of monthly standard listings.
- Reviewing of accounts payable journals.
- Preparation of monthly age analysis and monthly creditors' payment reports.
- Monitoring of creditors age analysis and review of specific creditors accounts on monthly basis.
- Ensuring that policies and procedures are always complied with.

Fixed Assets Management

- Management of assets: additions; disposals, asset movements.
- Physical assets verifications and reporting.
- Maintenance of fixed assets register.
- Review of assets useful lives, impairment; conditions of fixed assets annually and processing of necessary journals.

Accounts Receivables

- Assist with the review and maintenance of accounts receivables.

Audit Liaison

- Assist with internal and external audit requests and queries.

Supply Chain Management

- Provide inputs to procurement office when requested.

People Management

- Managing and monitoring of staff.

Knowledge:

- Regulatory framework (GRAP; PFMA; NTR).
- Understanding of finance processes and policies.
- Knowledge of accounting software package of which Microsoft Dynamics GP/ AX would be an added advantage.
- Knowledge of asset management.

Skills:

- Supervisory skills
- Analytical skills
- Report writing
- Good problem-solving skills
- Accounting and statistical skills
- Good interpersonal skills
- Good interpersonal relations
- Computer skills (Microsoft office)
- Excellent communication skills (written and verbal)
- Excellent administrative skills
- Ability to work under pressure

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.

Ref: FSFA/2/24

