



EXTERNAL ADVERT

The Office of the Pension Funds Adjudicator (OPFA) is established in terms of section 30B of the Pension Funds Act, 24 of 1956 to dispose of pension fund complaints lodged in terms of the Act in a procedurally fair, economical and expeditious manner.

JUNIOR ACCOUNTANT **Pretoria Office, Ashlea Gardens**

Remuneration: *The position offers a market related salary*

The Office of the Pension Funds Adjudicator (OPFA) is seeking to appoint a Junior Accountant who is dynamic, results driven, passionate about service delivery, thrives under pressure, a team player with high level of professionalism. The person appointed to this position will report directly to the Financial Manager.

Minimum requirements:

- A Bachelor's Degree in Accounting or equivalent.
- At least three (3) years' experience in accounting and financial management.
- Knowledge of budget process
- Knowledge of basic accounting system, Pastel accounting and evolution fixed assets will be an added advantage
- Knowledge and understanding of PFMA will be an added advantage
- Knowledge of asset management practices

Key Competencies:

- Computer Literacy (MS Word, Excel, Outlook etc.)

- Team player
- Good verbal and written communication skills

Responsibilities:

- Perform cash book management
- Perform reconciliation of debtors, bank and allowances received and submit for approval
- Maintain the general ledger, set up new accounts when required
- Post all transactions to the general ledger
- Assist with drafting monthly management accounts
- Prepare journals for processing and approval
- Assist in the drafting and preparation of the Annual budget for submission according to the PFMA requirements and timelines for submission to the CFO
- Prepare management accounts for submission to Financial Manager
- Budget control and monitoring to ensure that management accounts are completed and submitted on time
- Carry out Ad Hoc functions as requested by CFO and Financial Manager
- Preparation of the annual financial statements for National Treasury for Financial Manager review
- Compile Finance part of report for submission to CFO
- Ensure that all documents required are readily available for auditing and is accurately captured
- Ensure implementation of effective Financial Management policies and internal controls
- Asset count twice a year and update the asset register timeously.
- Ensure fixed asset register is maintained and reconciles to the accounting records.
- Ensure effective OPFA debtors management
- Ensure effective OPFA cash management
- Dispose of assets in accordance with the policy

- Review petty cash and all captured invoices by the creditor's clerk
- Ensure compliance of Supply Chain Management policy

Interested persons should apply in writing by submitting their application, inclusive of letter of motivation, CV, recently certified copies of qualifications and ID to careers@pfa.org.za . People with disability are encouraged to apply. Closing date for applications is 22 November 2021.

The OPFA reserves the right not to make an appointment. If you do not receive any response within 2 weeks of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be sent to interviewed candidates.