



CREDITORS CLERK

The Office of the Pension Funds Adjudicator (OPFA) is a statutory body established in terms of the Pension Funds Act, 24 of 1956 to investigate complaints referred to it in terms of the Act. The OPFA is based in Ashlea Gardens in Pretoria

The OPFA seeks to appoint a **CREDITORS CLERK**, to provide accounting and general finance administration support.

The individual will be responsible for the following:

1. Ensure accuracy of invoices and follow-up on missing invoices
2. Ensure supplier's statements match the invoices by doing an accurate reconciliation
3. Preparation of the payments
4. Reconcile all petty cash to the cash available and ensure original vouchers are available.
5. Apply and comply with PFMA and OPFA requirements
6. Ensure there is supporting documents for all transactions
7. Capturing of all accounting records onto pastel up to the trial balance
8. Maintain and file all document records in support of accounting functions
9. Perform all finance banking administration

Qualifications and Experience

- Matric
- 2 years of work experience

Key competencies

- Above average skills in Microsoft office and Pastel

- Knowledge of accounting principles in capturing accounting transactions on pastel
- Influences, convinces or impress others in a way that results are acceptable, agreement or behavior change
- Display and builds the highest standards of ethical and moral conduct
- Commits oneself to work behavior in the face of setbacks or pressure. Remains calm, stable and in control of themselves
- Valid drivers licence

Interested persons should apply in writing by submitting their curriculum vitae to Tlou Ramara at Careers@pfa.org.za. For further enquiries contact Tlou Ramara on 012 748 4091; e-mail:tlou@pfa.org.za.

Closing date for applications is 12 December 2014.

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