



EXTERNAL ADVERT

The Office of the Pension Funds Adjudicator (OPFA) is a statutory entity established in terms 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.

FINANCE INTERN

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 candidate who is results-driven, passionate about service delivery, thrives under pressure, respect deadlines and a team player with high levels of professionalism.

Minimum requirements

- National Diploma, B -Tech Degree or a Bachelor's Degree in related field
- Pastel Accounting (Added advantage)
- Knowledge of PFMA (Added Advantage)
- Computer Literacy (MS Word, Excel, Ms Outlook)
- Communication skills
- Listening skills (verbal and written)
- Self-motivated
- Planning and organising
- Resilience
- Ability to analyse, interpret, solve problems and good grasp of financial terms
- Good writing skills with the ability to express complex concepts.

Key competencies:

The individual will be exposed to the following areas:

- Provide clerical support to the finance management team.
- Participate in client meetings, phone calls and video conferences.

- Attend all finance meetings and take minutes.
- Scanning and Filing of payment batches.
- Monthly Petty Cash counts.
- Creditors invoices capturing and approval.
- Monthly journals.
- Monthly bank and other reconciliations.
- Monthly Trial Balance.
- Monthly depreciation journals.
- Monthly Prepayment schedule monthly and journals.
- Compilation of Finance Reports.
- Compilation of Management Accounts.
- Compilation of treasury reports.
- Assist with Audits.
- Assets management.
- Keep all correspondence relating to your work including telephone calls, emails, etc.
- Assist project team members and management with document preparation and review
- Attend to any other relevant request from the CFO Qualifications and Experience

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 18 February 2022.

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.