

INSETA Career Opportunity

The Insurance Sector Education and Training Authority (INSETA) has the following permanent internal vacancy for a **FINANCE ADMINISTRATOR - LEVIES AND GRANTS 3 Months Fixed Term Contract** based at INSETA offices in Gauteng. Applications are invited from suitable candidates. No application will be considered that does not fulfil the minimum requirements.

FINANCE ADMINISTRATOR - LEVIES AND GRANTS – JOB GRADE B REPORTING LINE – MANAGEMENT ACCOUNTANT

RESPONSIBILITIES

1. Discretionary Grants

- Load discretionary budgets into the system.
- Loading approval contracts against the approved budget.
- Processing suppliers invoices into the system.
- Updating and verifying bank details.
- Reconciling discretionary creditors' ledger.
- Grant payment requisitions are allocated to the correct contracts and refunds are reconciled against contract amounts, and correctly allocated.
- Ensure discretionary grants are paid timeously.

2. Levies and Grants.

- Verify and update banking details for mandatory grant payments.
- Mandatory grant disbursements are generated and checked for accuracy.
- Payment of mandatory grant.
- Checking of the EFT file before actual payment is effected

3. Filing

- Filing and document management

Education and Experience:

- Minimum qualification: Diploma in Accounting
- Preferred qualification: Degree in Accounting or equivalent
- Minimum of three years related experience in the finance administration or a Degree in Accounting
- Minimum of three years creditors administration experience or a Degree in accounting

Other:

- Working knowledge and Experience in Excel
- Microsoft Dynamic (AX) or any accounting application experience will be an added advantage

INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please email your CV to vacancies@Inseta.org.za, clearly stating the position you are applying for.

Closing date: **23 May 2019**

If you have not been contacted within 6 weeks of the closing date, please regard your application as unsuccessful. Correspondence will only be with short-listed candidates. INSETA reserves the right not to fill any position advertised.