



**AgriSETA** was established as the Sector Education and Training Authority for the economic sub-sectors that include primary and secondary agriculture. The following position has become available at their office in **ARCADIA, PRETORIA**:

## **FINANCE CO-ORDINATOR – REF SD005**

**JOB PURPOSE:** To ensure that all payments are processed in accordance with AgriSETA policies and procedures and related legislation. To assist the Manager – Corporate Services in ensuring finance related matters are handled appropriately.

### **KEY PERFORMANCE AREAS:**

#### **PAYMENTS:**

- ❖ Arrange payment of creditors in accordance with relevant policies and procedures.
- ❖ Liaise with Deloitte with regard to issues relating to debtors and creditors.
- ❖ Capture details of payments in payment register.
- ❖ Allocate payments to correct accounts.
- ❖ Respond to queries from suppliers and assist in resolving any problems related to payments using the Deloitte JDE System.
- ❖ Reconcile all supplier accounts on a monthly basis
- ❖ Managing Petty Cash.

#### **CONSUMABLES**

- ❖ Manage consumables according to the Consumable Policy.
- ❖ Managing and monitoring the dispensing of consumables.
- ❖ Reconciling the usage of consumables on a weekly basis.

### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- \* NQF5 or equivalent
- \* 2 Years experience in finance and administration

### **REQUIRED COMPETENCIES**

- \* Sound knowledge of MS Word and Excel.
- \* Well Organised.
- \* Knowledge of the PFMA and other applicable Acts.

**Grading:** Peromnes Level 10

**Employment Period:** Contract until 31 March 2010

An updated CV (excluding certificates) should be sent to: Annetjie Labuscagne at [Annetjie@agriseta.co.za](mailto:Annetjie@agriseta.co.za) before the close of business on 3 April 2009. Please indicate your current and required salary. If you have not received a response within 4 weeks after the closing date, please assume that your application was unsuccessful. This advertisement has the minimum requirements listed. Management reserves the right to use additional, relevant information as criteria for short-listing. AgriSeta is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.