

JOB PROFILE

1. POSITION DETAIL

CURRENT JOB TITLE	Junior Finance Clerk	JOB GRADE	C5 (R 263 597,79)
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Finance		
DATE REVIEWED	02.2021		
LOCATION	Rosslyn		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
<p>Maintain accounts payable, accounts receivable, cashbook, budgets and fixed assets and prepares and prints required reports.</p> <p>Inventory records accuracy and completeness</p> <p>Ensure procurement process is followed such as PO's and statutory requirements are adhered to.</p>			
POSITION IN THE ORGANISATION			
2ND LINE MANAGER (2ND LEVEL)	Financial Manager		
1ST LINE MANAGER (1ST LEVEL)	Senior Accountant		
POSITION	Junior Finance Clerk		
SUBORDINATE (1ST LEVEL)			
SUBORDINATE POSITIONS			
<p><i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i></p>			

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2. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>1. Financial Processing</p> <ul style="list-style-type: none"> • Debtors and Creditors <ul style="list-style-type: none"> ○ Checks creditors and debtors age analyses, ensuring <ul style="list-style-type: none"> - Reconciling items do not exceed 60 days; - Supporting documentation are verified and attached to Purchase Orders; - Outstanding items are kept in a pending file; - Invoices are properly authorized; - Creditors/debtors age analyses balances with general ledger; - Open purchase orders are followed up. ○ Performs creditors administrative requirements • Revenue and Expenses <ul style="list-style-type: none"> ○ Prepares payments; ○ Prepares different cost schedules from time to time; ○ Processes invoices, sends remittance advices, performs reconciliations; ○ Prepares, summarizes and distributes telephone accounts; ○ Prepares accurate summary of unpaid accounts (accruals); • Process and reconcile cashbook transactions • Prepares monthly accrual journals • Attends to client/vendor queries and complaints; • Files all documentation; • Asset register maintenance • Prints and distributes applicable reports. • Reallocation of budget line items 	<p>90%</p>

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>2. Ad Hoc Duties</p> <ul style="list-style-type: none"> • Conduct market research and prepares analysis reports on findings • Participates in regular Stock takes 	10%
TOTAL	100 %

3. JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • Grade 12, Accounting Certificate NQF level 4
TECHNICAL/ LEGAL CERTIFICATION	None
EXPERIENCE	<ul style="list-style-type: none"> • One year internship experience

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4. COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Accounting	Computer Literacy	Tact
PFMA	Communication	Resilience
Treasury Regulations	Problem solving	Time Management
GRAP	Decision making	Attention to detail
BBBEE Act	Inter personal	Honesty
Preferential Procurement Act	Written communication skills	Ability to work under pressure
Policies and Procedures	Conflict Handling	Integrity
TAX/VAT	Excel, Word	
Accounting systems		

5. OTHER SPECIAL REQUIREMENTS

Not applicable

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B) DECISION MAKING

What are the most regular and complex challenges in the job? Please provide a couple of examples of regular problems that need to be resolved and not ad hoc scenarios or cases. Also indicate how these problems or challenges will be resolved.

- Volume of work, prioritising

Please name the resources utilised by the jobholder to solve problems or make decisions, e.g. the internet, manuals, policies, procedures, external resources, etc.

- the internet, manuals, policies, procedures, internal/external resources
- Financial regulations and legislation

Please provide the typical planning cycle of the job – macro as well as micro planning, e.g. macro – 3 – 5 years and micro – 1 year. Also provide examples to elaborate on the answer.

Micro – Daily, Weekly, Monthly

How long will it normally take before the impact of the judgement calls made by the jobholder will be felt in the business?

- Immediate

What type of practices, procedures, policies, systems or outputs does the jobholder influence or change in his/her role as a Professional/Technical consultant or specialist – operational, tactical or strategic? Please apply the 60/40 rule and provide examples to elaborate on the answer.

- Make recommendations for improvement

C) ACCOUNTABILITY

What type of decisions can the jobholder take within his/her area of accountability and what type of decisions will typically be referred to the direct manager for sign off? Please provide a couple of examples of regular decisions/problem solving or judgement calls and not ad hoc scenarios or cases.

Jobholder accountability

- None

Referral to Line Manager for approval

- Refer everything

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D) COMMUNICATION

Please provide examples on the context, range and complexity of subject matters being communicated by the jobholder as well as the context, format and process of communication used to reach the target audience. Please refer to both verbal and written communication.

(Concentrate on issues that make the communication process complex, e.g. communicating information to an audience that is not familiar with the concepts and technology, communicating to an audience that has their own opinions and the subject matter is of such a nature that no single interpretation can definitely be shown to be correct and the jobholder has to persuade the audience under these circumstances of what he/she thinks the best practice is, etc.)

- Verbal – information sharing, networking, discussions, engagement with suppliers, customers and the like
- Written – reporting, e-mail, general finance related correspondence,

APPROVED BY LINE MANGER

Signature: _____ Date: _____

CONFIRMED BY HR EXECUTIVE

Signature: _____ Date: _____

ACKNOWLEDGED BY INCUMBENT

Signature: _____ Date: _____