

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Finance Clerk

Core :

Post level and salary code : Production Level

Occupational class code :

Name of component :

Location :

Posts reports to :

Date of appointment :

B. JOB PURPOSE

To render financial support services within the department.

C. KEY PERFORMANCE AREAS

FINANCIAL ACCOUNTING

1. Render Financial Accounting transactions

- Receive invoices
- Check invoices for correctness, verification and approval (internal control)
- Process invoices (e.g. capture payments)
- Filing of all documents
- Collection of cash

2. Perform Salary Administration support services

- Receive salary advices.
- Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc).
- File all documents

3. Perform Bookkeeping support services

- Capture all financial transactions
- Clear suspense accounts
- Record debtors and creditors
- Process electronic banking transactions
- Compile journals

MANAGEMENT ACCOUNTING

4. Render a budget support service

- Collect information from budget holders
- Compare expenditure against budget
- Identify variances
- Capture, allocate virements on budgets
- Distribute documents with regard to the budget
- File all documents
- Receive and capture cash payments

D. INHERENT REQUIREMENTS OF THE JOB

Skills and Competencies

The following skills and competencies are required to achieve the goals and objectives of the Department.

Generic Competencies	Technical Competencies
Job Knowledge	Computer operating skills
Communication	Planning and organisation
Interpersonal relations	Language
Flexibility	Good verbal and written communication skills
Teamwork	Basic Numeracy skills
Accuracy	Ability to perform routine tasks
Aptitude of figures	Ability to operate office equipments

E. KNOWLEDGE REQUIREMENTS

- (a) Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics.
- (b) Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual).
- (c) Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc)

F. APPOINTMENT REQUIREMENTS

- (a) A grade 12 certificate or equivalent.
- (b) No experience required.

G. CAREER PATHING

Compliance with the requirement of higher posts.

H. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

I. PERFORMANCE AGREEMENT

The performance agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

J. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POSTHOLDER

SIGNATURE OF MANAGER

DATE:

DATE: