

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :
Job title : Finance Clerk (Supervisor)
Core :
Post level and salary code : Supervisory Level
Occupational class code :
Name of component :
Location :
Posts reports to :
Date of appointment :

B. JOB PURPOSE

Supervise and render a financial clerical support services.

C. KEY PERFORMANCE AREAS

FINANCIAL ACCOUNTING

1. Supervise and render financial accounting transactions

- Receive and allocate invoices
- Verify invoices for correctness, verification and approval (internal control)
- Verify processing of invoices (e.g. capturing of payments)
- Supervise filing of all documents
- Supervise collection of cash

2. Supervise and perform salary administration support services

- Receive and allocate salary advices.
- Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc).
- Supervise the filing of all documents

3. Supervise and perform bookkeeping support services

- Verify all financial transactions captured
- Clear suspense accounts
- Record debtors and creditors
- Verify and process the processing of electronic banking transactions

- Compile journals and verify the compilation of journals

MANAGEMENT ACCOUNTING

4. Render a budget support service

- Verify information collected from budget holders
- Compare and verify the comparison of expenditure against budget
- Identify variances and verify the identification of variances
- Verify the capturing, allocations virements on budgets
- Supervise the distribution of documents with regard to the budget
- Supervise the filing of all documents
- Supervise the receipt and capturing of cash payments

5. Supervise human resources/staff

- Allocate and ensure quality of work
- Personnel development
- Assess staff performance
- Apply discipline

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(accounting systems)
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	

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) 3-5 years 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: