



JOB PROFILE

POSITION DESCRIPTION	
Position Title	Accounts Clerk
Purpose	This position is primarily required to produce accurate monthly reports as well as to provide support for the efficient recording, disbursement and reporting of operational finances. The incumbent will ensure that proper accounting practices are followed in line with NDA's financial policy and financial accounting requirements including GAAP, GRAP, IFRS, PFMA and National Treasury regulations. To render financial support services through processing of payments, budget monitoring and filing of all source documents within the unit.
Division	Finance
Reports To	Financial Accountant
Position location	Head Office
Peromnes Grade	10
Number of Direct Reports	N/A

POSITION REQUIREMENTS	
Minimum Qualification	<ul style="list-style-type: none"> • At least a 3 year National Diploma in Financial Accounting or equivalent qualification
Essential Experience	<ul style="list-style-type: none"> • A minimum of three years in Accounts Payables and reconciliations. • Experience in financial administration • Experience in customer care will be an added advantage • Experience with computerised accounting systems
Knowledge	<ul style="list-style-type: none"> • Working knowledge of accounting packages, e.g. Great Plains • Basic knowledge of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). • Knowledge of basic financial management systems (e.g. Payroll systems)

Skills & Abilities	<ul style="list-style-type: none"> • Teamwork • Accuracy and attention to detail • Good verbal and written communication • Computer literacy • High numerical and analytical ability • Interpersonal relations • Organised • Customer Service Orientation
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Main Areas of Responsibility

FINANCIAL ACCOUNTING	<ul style="list-style-type: none"> • Provide customer service • Handle general payment queries from suppliers and other stakeholders • Provide feedback to internal and external customers timeously • Process Invoices • Ensure that invoices and statement received from suppliers are processed timeously on the system • Ensure procurement and financial policies have been followed prior to capturing of invoices • Ensure correct allocation and budget availability before capturing the invoices • Payment of creditors and projects • Compile a payment requisition and attach all necessary supporting documents for the payment • Ensure payment is made in line with NDA policies • Ensure compliance to PFMA and Treasury Regulations • Ensure correct banking details are used for payment • Report any non-compliance to management • Month-end reporting • Prepare monthly journals • Ensure correct allocations • Ensure journals are processed in the correct period • Ensure proper authorisation of journals • Process weekly and monthly cashbook transactions • Prepare weekly and monthly bank reconciliations • Prepare monthly GL recons • Follow up reconciling items and clear • Ensure GL recons are prepared and approved monthly • Manage petty cash • Keep and safeguard Head Office petty cash • Perform cash reconciliations monthly and report discrepancies to the financial accountant • Review provincial petty cash monthly and journalise expenses in the accounting system •
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KEY RELATIONSHIP INTERFACES	
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Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
<ul style="list-style-type: none"> • All relevant NDA business units 	None

Signed by: (Job Holder)	Authorised by:
Date:	Date: