

JOB SPECIFICATION & RECRUITING PROFILE OF VACANCY

26 August 2016

The following vacancy exists at NSFAS.

Position	Reporting Manager	Type & Grade	Fixed Term Contract Grade 11
Vacancy No	29 of 2016/2017		
Department & Unit	Loans & Bursaries		

POSITION OVERVIEW

Reporting to the General Manager: Loans and Bursaries, the successful incumbent will be responsible to ensure the timeous and accurate quarterly reports submission to the NSFAS Funders. To oversee a weekly process of updating and confirming students' payments, will lead a team of Reporting Analysts as well as be the custodian of the Loans and Bursaries financial reporting.

RESPONSIBILITIES

- Develop a reporting framework for Loans and Bursaries
- Prepare Weekly, Monthly and Quarterly Reports and manage the internal and external review for these documents; analyze data and make recommendations and predictions
- Communicate and explain accounting issues and evolving accounting guidance to the management team
- Assist in the coordination of Loans and Bursaries audits
- Assist in the coordination of Loans and Bursaries Risk Management
- Reconciliation of payments between Operations and Finance
- Administration of processed student data
- Oversee a process of updating and confirming students paid on the Database as Finance pays weekly
- Update allocations for Funders and Institutions
- Oversee all Institution payment reconciliations for Loans and Bursaries
- Oversee a review of all Loans and Bursaries monthly & quarterly reconciliations
- Implement and maintain reporting procedures to comply with internal control requirements
- Participate in other projects as required
- Manage timely, accurate and complete reporting of operations' budgets and forecasts

- Support team in the consolidation process for planning, budgeting & forecasting
- Develop presentations and report to senior management on Loans and Bursaries performance, variances from targets, updates on ongoing activities, and recommend action plans for improvement
- Deliver ad-hoc analyses and develop financial models to help us better understand performance, trends and impacts of decisions.

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- Bachelor's degree in Commerce or Accounting
- Between 5 – 8 years appropriate experience (technical financial reporting role) of which at least 3 years is in a management role,
- PC Literacy and Microsoft Office Suite (Word, Excel, Outlook)

Beneficial skills and experience:

- The ideal candidate would have experience within financial services and be familiar with the higher education and further education and training sectors in South Africa
- Highly numerate with ability to work with quantitative data and work accurately and efficiently
- Ability to draw conclusions from complex data
- Be able to perform repetitive reporting work with passion and increasing efficiency
- Advanced Excel and problem solving skills
- Display initiative and a strong willingness to learn.
- The ability to work under pressure and meet deadlines.
- Record of success and track record of taking responsibility and ownership
- Highly motivated, with the ability to work with team members and also to work independently after a comprehensive task list and briefing
- Attention to detail and passionate focus on data and results accuracy
- Ability to plan and organise to ensure completion and delivery within reporting schedules

Competencies

- Financial monitoring & Analysis skills
- Problem solving skills
- Sound interpersonal and presentation skills
- Good business acumen
- Professional knowledge
- Ability to work under pressure



REMUNERATION & BENEFITS

Remuneration Package: R 612 822 – R 721 878 per annum

Total Cost to Company per annum inclusive of all benefits and company contributions.

Closing date: 9th September 2016

PLEASE NOTE

NSFAS do not consider late applications

Internal NSFAS Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Fayroes Sherry via email jobs@nsfas.org.za

NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful

EMPLOYMENT EQUITY:

“NSFAS is committed to employment equity. Preference will be given to candidates who improve employment equity targets and ratios.”

RECOGNITION OF PRIOR LEARNING:

NSFAS may recognise experience in lieu of the Minimum Stipulated Formal Qualifications on condition that the Experience is Specific, Relevant and Appropriate for the vacant position as part of Recognition of Prior Learning (RPL) measures. The assessment of suitability is at the sole discretion of NSFAS, and no further correspondence would be entered into regarding the outcome. In this regard, candidates are required to include this aspect in their motivation letter for consideration, and may be required to undergo a competency evaluation prior to appointment.