

**SOUTH AFRICAN BOARD FOR SHERIFFS**  
**FINANCE ADMINISTRATOR (FINANCE & CORPORATE SERVICES**  
**DIVISION)**

**DURATION: PERMANENT**

**Remuneration: An all-inclusive package of:**

**R160 000 per annum (Total Cost to Company)**

The Board seeks to appoint a progressive, service-oriented and results-driven individual to effectively provide innovative, cost-effective and value-added financial administrative services to the SABFS.

**KEY PERFORMANCE AREAS**

- Monitor and validate all invoices for payment
- Prepare/complete payment requisition forms
- Responsibility for Board Members Remuneration processes and payments
- Payroll (Establish staff member files in the computerised payroll system);
- Administration (Maintain, update, create, secure, and archive payment records and files).

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to maintain confidentiality and exercise extreme discretion
- Analytical and problem solving skills
- Decision making skills
- Attention to detail and a methodical style of work
- Effective written communications skills
- Computer skills including the ability to operate computerised accounting, spreadsheet and word-processing programs at a highly proficient level
- Stress management skills
- Time management skills

**QUALIFICATIONS & EXPERIENCE**

- Grade 12 + 3 years Diploma in Bookkeeping/Accounting,
- Minimum of 1 – 3 years' work experience in a similar role.
- Payroll administration will be an advantage, Experience of Pastel, VIP.

**NOTE:** Communication will be limited to shortlisted candidates. The preferred candidate(s) might be subjected to a competency assessment, security clearance and qualification verification.

**APPLICATION WITHOUT COPIES OF QUALIFICATIONS WILL NOT BE CONSIDERED.**

**APPLICATION PROCESS**

- ❖ A Curriculum Vitae and certified copies of qualifications should be submitted to [jobs@sheriffs.org.za](mailto:jobs@sheriffs.org.za)
- ❖ Closing date for all applications – **(21 July 2019)**
- ❖ Full job description from the website from <http://www.sheriffs.org.za/vacancies>.

