

SOUTH AFRICAN BOARD FOR SHERIFFS

FINANCE OFFICER- PERM POSITION

Remuneration: An all-inclusive package of: R 412 068 per annum

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



KEY PERFORMANCE AREAS

- Financial support and reporting to meet the needs of SABFS
- Performs tasks associated with the administrative and reporting requirements of the function
- Audit Preparation
- Supply Chain Management

KNOWLEDGE, SKILLS AND ABILITIES

- IT literate with strong competencies in word and excel (advanced excel)
- Effective planning
- Organisation and self- motivation
- Team worker
- Attention to detail
- Presentation of complex matters
- Planning, organising and prioritising
- Analytical and problem solving
- Deadline driven
- Strong communication skills written and verbal

QUALIFICATIONS & EXPERIENCE

- B. Com Degree and a professional qualification and registration such as CIMA, ACA or ACCA
- Literate and able to communicate clearly to non-finance staff
- Good understanding of regulatory environment – PFMA
- A minimum of 5 years' experience in a similar position

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
- ❖ Closing date for all applications – **6 March 2020**
- ❖ Full job description from the website from <http://www.sheriffs.org.za/vacancies>.