

# **Claims Administrator**

**6 Month Contract Position**



## **Remuneration: Market Related Salary**

The Board seeks to appoint a progressive, service-oriented and results-driven individual to effectively provide core administration support to the administrative function of the Fidelity Fund and to manage and monitor the claims submitted against the Fidelity Fund within the SABFS.

## **PURPOSE OF THE POSITION**

The Legal, Claims & Complaints Division is the organisations technical branch, providing highly skilled & expert support regarding issues of law and processing & resolving all complaints and claims received about Sheriffs nationally.

## **KEY PERFORMANCE AREAS**

- Responsible for the general administration, analysing and processing of the fidelity fund historical claims.
- Analyse all claims and report to the Legal Manager on the status of such claims.
- Ensuring that all required information has been submitted accurately for claims processing.
- Compile continuous progress and status reports on old and new claims against the Fidelity Fund.
- Registering and processing of new claims against the Fidelity Fund.
- Provide admin support to the Fidelity Fund Committee and the Chairperson of that Committee.
- Investigating potentially fraudulent claims.
- Adhering to legal requirements, regulations and quality standards set by the Board.
- Drafting submissions for rejection or approval of claims based on analysis of claims made.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- An understanding of word, excel and basic computer network systems.
- An ability to understand the Sheriffs' Act as well as well as basic legislation governing the profession.
- Good communication skills – verbal, written and telephonic.
- Ability to work under pressure and tight deadlines.
- Ability to manage relationships between and within different operational paradigms.
- Willingness to work long hours.

## **QUALIFICATIONS & EXPERIENCE**

- Grade 12, Degree/Advance Diploma in Financial Management/Accounting or equivalent qualification;
- Minimum of 3 years relevant experience in a financial and/or Compliance/ administration management environment.
- Admins support experience will be an advantage.

**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 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 – 11 October 2022
- ❖ Full job description from the website from <http://www.sheriffs.org.za/vacancies>

**NOTE:** *The South African Board for Sheriffs encourages applications from people with Disabilities.*