



<b>INTERNAL / EXTERNAL ADVERTISEMENT</b> <b>DIVISION: FINANCE</b> <b>15 October 2024</b>		
<b>REFERENCE NUMBER</b>	<b>POSITION: 12 MONTHS FIXED TERM CONTRACT</b>	<b>NUMBER OF VACANCIES AVAILABLE</b>
<b>FIN: 28/2024</b>	<b>ADMINISTRATOR: LEVIES AND GRANTS</b>  <b>ALL INCLUSIVE REMUNERATION: R21 700.00 PM</b>	<b>2</b>

MICT SETA seeks to employ a suitably qualified and competent **Levies and Grants Administrator** to perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions (Discretionary Grants).

The successful incumbent will be based at Head Office, in Midrand and will report to the **Grants and Levies Accountant**.

#### MINIMUM REQUIREMENTS:

- Matric/Grade 12
- National Diploma in Accounting or equivalent (NQF Level 6)
- A bachelor's degree in accounting will serve as an added advantage.
- 2 years' experience in accounts payable or general accounting experience
- Experience in the administration of fund and grants disbursements within the public sector.
- Experience within financial creditors / account administration.
- Demonstrable experience in financial administration
- Understanding of SAGE
- Knowledge of general accounting procedures
- Knowledge of the PFMA
- Understanding of GAAP
- Thorough grasp of the Public Sector environment

#### ROLES AND RESPONSIBILITIES

##### Discretionary Grant Administration

- Perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions (Discretionary Grants).
- Allocate payment requisitions to the relevant contract and inspect requisition batches and support documentation.
- Capture invoice/claims on the payment system to ensure accurate grant disbursement.
- Accurately file proof of payments in the contract file for future reconciliations and reference.
- Assist with all month end processes, reconciliation of Grant payments and the Grants Account.
- Send and follow up on Banking detail requests sent to employers.
- Update new Banking details on the systems and verify before approval.
- Verify and upload new funding agreements into the Commitment schedule.

- After payments have been made, adjust/update and maintain the Commitment schedule.
- Reconcile project expenses reflected on the Commitment schedule to the general ledger for disbursements.
- Capture supplier and payments information on SAGE.
- Assist with all month end processes, monthly management accounts, bank reconciliations for the Grants Account.

### **WSP/ATR Administration**

- Receive all WSP/ATR applications and evaluate for full compliance to the department's checklist and compliance standards.
- Capture and process fully compliant applications within 24 hours after final evaluation.
- Provide feedback and assistance on all incorrectly compiled applications; and assist in query resolution.
- Administer the inter-SETA transfer process and the Skills Portal System.
- Request Inter-SETA transfers and payments in accordance with standard operating procedures.
- Provide assistance to employer companies who are incorrectly registered with MICTSETA.
- Redirect WSP's to correct SETA when necessary.
- Liaise with other SETAs and DHET readminister SETA transfers.

### **Risk and Compliance**

- Ensure administration of WSP/ATR process and ensuring that all grant allocations, payments, and grant packs are in accordance with compliance standards and the policies and procedures of the MICT SETA.
- Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.
- Support and provide evidence to all internal and external audit requirements.
- To comply with all policies, procedures, legal and regulatory requirements.

### **Customer & Client Relations**

- Serve as the primary point of contact for internal and external clients on all matters pertaining to the Office of the Accountant.
- Promptly attentively respond to customer requests within established parameters and time frames.
- Assess or check with customers to ensure the solution meets request.

### **VALUES:**

- Customer Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaboration
- Responsiveness
- Communication

### **FUNCTIONAL:**

- Basic bookkeeping and accounting payable principles
- Organisational Skills

- Data entry and management
- Excellent Communication (verbal, written and presentation)
- Business Report Writing
- Time Management
- Organizing and Planning

#### **BEHAVIOURAL:**

- Ability to work under pressure
- Analytical and problemsolving
- Detail orientated
- Deadline driven
- Accuracy and attention to detail
- Resilience
- Work independently
- Interpersonal relations
- Integrity
- Negotiating
- Proactive/Initiative
- Team Player
- Focused on results

#### **Application:**

Please click the link to apply <https://forms.office.com/r/hgV3wkaFQw> by no later than **19 October 2024**.

Queries may be directed to 011-207-2649.

Should candidates not hear from us within 30 days after the closing date of applications, they should consider their applications as unsuccessful. Please note that this is an open position.



**White, Indian, Coloured and people with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.**

**POPIA DISCLAIMER-** By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)