



The Social Housing Regulatory Authority (the "SHRA") was established in August 2010 by the Minister of Human Settlements in terms of the Social Housing Act, No. 16 of 2008. The SHRA is classified as a public entity in terms of Schedule 3A of the Public Finance

**ACCOUNTS CLERK (REF: ACC CLERK2021)**

(Reporting to the Accountant)

Parktown, Gauteng

Salary Negotiable

| <b>Purpose</b>   |  |
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| <p>The main purpose of the Accounts Clerk is to ensure that the SHRA finance transactions are received, recorded, allocated, processed and (where relevant) payment is scheduled according to policy, the PFMA, Treasury regulations and statutory requirements.</p> |  |
| <b>Key responsibilities</b>  |  |
| <b>Key Performance Areas</b>   | <b>Activities</b>  |
| <b>General ledger reconciliations</b>  | <ul style="list-style-type: none"> <li>• Prepare and submit the General Ledger reconciliations and identify and recommend required amendments and corrections monthly</li> <li>• Prepare and submit journals in line with policies, procedures and identified corrections and accruals monthly by deadline</li> <li>• Prepare and submit reports by collating information, drafting and submitting for approval by the defined deadlines</li> <li>• Complete filing of reports in line with procedure monthly and by deadline</li> <li>• Reconcile balance sheet items to previous month monthly by deadline</li> <li>• Prepare and submit a reconciliation</li> <li>• Reconcile of the general ledger with the asset register monthly</li> </ul>  |
| <b>Asset management</b>  | <ul style="list-style-type: none"> <li>• Prepare and submit monthly depreciation calculations</li> <li>• Update the fixed asset register with monthly movements</li> <li>• Prepare a reconciliation of the fixed asset register and general ledger module</li> </ul>   |
| <b>Expenditure management</b>  | <ul style="list-style-type: none"> <li>• Capture the approved annual budget into the financial system once approved</li> <li>• GRV all procurement transactions.</li> <li>• Prepare creditor invoices for processing into the accounting system by printing the invoices, checking for financial compliance, preparing the payment requisition sheet including allocation and recording the invoices into the invoice register before handing the invoices to the accountant for verification on a daily basis</li> <li>• Process creditor invoices into the accounting system by tracking and receiving the allocated invoices against the register, capturing into the accounting system and preparing for payment on a weekly basis</li> <li>• Prepare and submit payment batches for processing by checking the supplier invoices against the payment batches, confirming compliance with SHRA financial policies and procedures and capturing payments into the system on a weekly basis</li> <li>• Prepare and distribute supplier remittance advices by printing the finalised remittance advices from the accounting system and distributing to suppliers on a monthly basis</li> <li>• Prepare and submit travel arrangements transactions on a weekly basis</li> <li>• Maintain up to date project disbursement payment schedules at all times.</li> <li>• Prepare interest schedules of all ongoing CCG projects</li> </ul> |

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|  | Prepare and submit schedule of commitments in respect of CCG on a monthly basis.  |
| <b>Cash and banking management</b>   | <ul style="list-style-type: none"> <li>• Prepare the requisition for the petty cash transfer by receiving all required information, collating and reporting as defined in the policy monthly</li> <li>• Allocate petty cash and collect all proof of purchase and reconcile purchases with the statement weekly</li> <li>• Request additional petty cash by tracking availability of cash, submitting requisition, collecting cash and recording into petty cash reconciliation</li> <li>• Complete filing by copying and keeping relevant records of the documentation, correspondence and reports and filing in line with SHRA processes and procedures on a weekly basis</li> <li>• Complete correspondence by developing, obtaining sign off and distributing correspondence as required and within defined standard</li> </ul> |
| <b>Filing and general administration</b>   | <ul style="list-style-type: none"> <li>• Provide filing and administrative support to the finance unit by completing administrative tasks in line with requests from the finance team</li> <li>• Provide auditors monitored access to the files</li> </ul>  |
| <b>REQUIREMENTS</b>  |   |
| <b>Qualifications/Knowledge</b> (including most relevant field of study) <ul style="list-style-type: none"> <li>• Grade 12 or equivalent is required (NQF 4)</li> <li>• A relevant diploma or equivalent in Bookkeeping is required</li> <li>• Required computer literacy</li> </ul> | <b>Experience</b> <ul style="list-style-type: none"> <li>• 2 years' experience as an Accounts Clerk or Junior Bookkeeper</li> <li>• 1 years Public Sector experience</li> </ul>   |
| <b>Leadership, technical and behavioural competencies</b>  |   |
| <ul style="list-style-type: none"> <li>• Accuracy, Precision and Attention to Detail</li> <li>• Bookkeeping</li> <li>• Customer/Citizen Service and Orientation</li> <li>• Ethics and Integrity</li> <li>• Record Keeping and Storage</li> <li>• Database Management</li> </ul>      | <ul style="list-style-type: none"> <li>• Compliance</li> <li>• Creditor Control</li> <li>• Team Player</li> <li>• Contractor/Service Provider Management</li> <li>• Data Storage and Protection</li> <li>• Data Capture</li> </ul>  |

**Note:** SHRA reserves the right not to make an appointment or withdraw the advertisement. Appointments will be made in line with the Entity's Employment Equity Plan. Communications will be with short-listed applicants only.

To apply for the above position, please forward a relevant CV to [recruitment@shra.org.za](mailto:recruitment@shra.org.za). **Please ensure that you use the reference (Ref: ACC CLERK2021) in the subject line.** The closing date for applying is 10 September 2021.