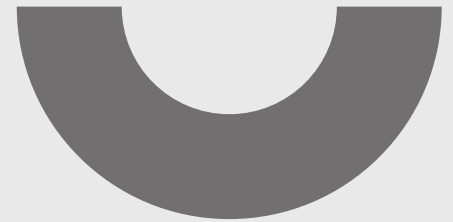


**Moses Kotane
Institute**

Research · Innovation · Excellence



CALL FOR APPLICATIONS

BUSINESS UNIT: FINANCE

EXPERIENTIAL LEARNER: FINANCE X1

REFERENCE: EL /FIN- 01/2024

CLOSING DATE: 29 January 2024

Visit our website to apply

   @moseskotaneinstitute

www.moseskotaneinstitute.com





CALL FOR APPLICATIONS

BUSINESS UNIT: FINANCE

POST TITLE: EXPERIENTIAL LEARNER: FINANCE X1

STIPEND: R7 000.00 per Month (24 Months Only)

CENTRE: LaMercy/Westville

REFERENCE: EL /FIN- 01/2024

REQUIREMENTS:

A suitable candidate must hold a National Diploma in Accounting/Finance (SAQA NQF 6) or related qualification from an accredited tertiary institution. Thorough understanding of payroll processing (preparation, processing, and 3rd party payments). A valid Drivers License, 2 years experience in similar role, Public Sector experience will be an added advantage.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Practical experience using a Payroll system (**Sage Business Cloud Payroll Professional** an advantage). Good understanding of payroll processing and related legislation. Ability to work independently. Above average numeracy skills

KEY RESPONSIBILITIES:

Assist with ensuring that payroll is processed accurately and timeously. Assist with timeous submission of periodic DOL payments and related confirmations. Process Administration – Tracking. Pending ESS workflows (transfers and Leave) and following up with HR and escalate where necessary. Biannual and Year End Reporting. Assist with data Clean up (i.e. IRP5 submissions, BBBEE Reporting and Audits). General admin duties and reporting as required. Assist in the preparation of supporting documentation as required by the internal and external auditors. Assist in preparation of payroll journals and Bank Reconciliation.

DIRECTIONS TO APPLICANTS:

Interested applicants are encouraged to submit a detailed copy of a CV with at least 2 (two) contactable references, **certified copies** of ID, driver's license, copies of relevant qualifications (certified not older than 6 months) to: **recruitment@moseskotane.com**. Shortlisted candidates may be taken through a verification process. Applicants are to ensure that they submit all required documentation stated above, as failure to do so may lead to disqualification of the application during the selection process.

For any technical queries contact The Human Resources Manager, Ms Mngoma at **hadmin@moseskotane.com**. Candidates who have not heard from MKI within 6 weeks from the closing date can consider their application unsuccessful. Applicants will be disqualified for any incorrect information supplied.

The Moses Kotane Institute is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Institute reserves the right not to make these appointments.

CLOSING DATE: 29 January 2024