



**PROPERTY PRACTITIONERS
REGULATORY AUTHORITY**

Vacancy: Accounts Officer x2
(Permanent), Head Office

OVERALL RESPONSIBILITY

The **Accounts Officer** is responsible for providing administrative support by accepting and recording all the payments made in cash or by check to PPRA (recoveries, fines, interest, registration fees, etc.), issuing receipts for payments received, and following up on inquiries to ensure the accurate and thorough processing of financial transactions and the correct allocation of all money received in order to maintain accurate debtors accounts.

REQUIREMENTS

- National Diploma in Accounting/ Finance NQF 6 or equivalent
- 2- 3 years' experience in similar environment
- A working knowledge and understanding of the legislation governing the Property Practitioners
- A proven track record of customer service delivery, pro-activeness and the ability to integrate the operational requirements in Finance service delivery
- Exceptional Financial Knowledge and Sound understanding of investment models and available portfolios
- Good background knowledge and understanding of government policy and legal compliance issues in the public sector
- Policies and procedures of the fidelity fund, Sound understanding of the industry and business environment
- Legislation applicable to PPRA (PFMA, GAAP, KING IV, TAX, GAAP & GRAP, IFRS)

KEY RESPONSIBILITIES

- To assist with ensuring that all the transactions from the

- bank statement are captured accurately and completely
- To assist with ensuring bank statement transactions are allocated to the correct debtors accounts
- To assist with following up on unallocated/misallocated transactions and ensuring that the funds received is captured correctly to the debtors accounts
- Reconciliation is performed between the invoices generated and the bank statement
- Debtors Reconciliations are performed daily
- Clearing of debtors account with credit balance and reconciling the accounts
- Ensure the completeness tests on allocated revenue accounts are performed by the 10th of each month
- Ensure reconciliations are performed on all allocated general ledger accounts by the 10th of each month
- All queries are resolved in a professional and competent manner within 48hours
- Incomplete documentation received is referred back to the customer for finalisation within 48 hours
- All documentation is accounted for and filed accurately
- Documentation is kept in a safe place and is accessible to departmental staff
- Perform any ad-hoc tasks as assigned by line manager
- To perform the day-to-day processing of accounts payable transactions

REMUNERATION:

R 280,140 ctc per annum

TERM OF APPOINTMENT:

Permanent

HOW TO APPLY:

- Applications must be submitted in writing and must contain the following: detailed CV, motivation for appointment,
- Preference will be given to candidates whose appointment will enhance representivity.
- Applications received after the closing date will not be considered.



The PPRA is an equal opportunity employer. The post is open to all without distinction.

CLOSING DATE: 07 DECEMBER 2022

Candidates should communicate their interest to the above positions by, 07 DECEMBER 2022 through e-mails to vacancies@theppra.org.za (late responses will not be considered)

If no correspondence is received within two weeks of the closing date applicants must accept that their applications have been unsuccessful.