



**PROPERTY PRACTITIONERS  
REGULATORY AUTHORITY**

**Vacancy: Finance Liaison Officer - Head Office  
Permanent**

**OVERALL RESPONSIBILITY**

The Finance Liaison Officer is responsible for receiving and recording money received (EFT receipts) / Speed point payments, resolve customer queries and manage file documentation.

**REQUIREMENTS**

- A National Diploma (NQF 6) or equivalent qualification in Financial Accounting.
- Minimum 2 years' experience in a similar environment.
- Good background knowledge and understanding of Government policy and finance compliance issues in the Public Sector.
- An acceptable understanding of PPRA policies and procedures.
- Basic financial management knowledge.
- Knowledge of the Public Finance Management Act (PFMA).
- Good Interpersonal, communication and organising skills.
- Knowledge of SAP and MS Office package.

**KEY RESPONSIBILITIES**

- Assist walk in clients with processing payments .
- Ensure money received is correctly allocated to the debtors' accounts.
- Resolve customer queries.
- Reconcile the money received.
- Documentation referred to the right personnel for processing.
- Retrieve queries logged with regards to debts and any other finance related query.
- Conduct reconciliations for unallocated deposits.
- Ensure proper filing of documents.
- Assist with Finance related ad-hoc duties as and when required.

**REMUNERATION:**

Market related remuneration will be negotiated with the successful candidate.

**TERM OF APPOINTMENT:**

Permanent.

**HOW TO APPLY:**

- Applications must be submitted in writing and must consist of a detailed CV and a motivation for application.
- 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: 18 FEBRUARY 2024**

Candidates should communicate their interest to the above positions by **18 February 2024** through e-mail to [vacancies@theppra.org.za](mailto:vacancies@theppra.org.za)

In the event no correspondence is received within three weeks of the closing date, applicants must accept that their applications have been unsuccessful.