

SETSHABA RESEARCH CENTRE

Setshaba Research Centre (SRC) is a South African, Non-Governmental/Non-Profit Organization in the field of clinical and social scientific research. The centre is located in Soshanguve Township, Tshwane, Gauteng. SRC was founded in 2004 as a medical research centre with the objective of creating value and contributing to the greater good of society.

Setshaba Research Centre needs to fill the following position and would like to invite suitably qualified candidates to apply

Ref. No: SRC- 03/18

Financial Clerk (Fixed Term 1 year contract)

Experience and Qualifications:

- *Technical Diploma or at least 3-5 years related experience.*
- *MS Office experience compulsory*
- *Pastel Knowledge would be advantageous*

Key responsibilities:

- *Provide accounting and clerical support to the finance department*
- *Prepare and maintain accurate accounting records and documents.*
- *Reconcile accounts in a timely manner*
- *Preparation of monthly VAT schedules in accordance with relevant laws and regulations.*
- *Daily management of petty cash, including issuing and reconciling of petty cash while ensuring that the adequate supporting documentation is attached.*
- *Responsible for procurement of all site equipment and consumables (ordering, receiving and issuing).*
- *Maintaining adequate stock levels and inventory schedules.*
- *Ensuring that procurement procedures are adhered to.*
- *Filling of documents*
- *Preparing monthly finance schedules and reconciliations*

The candidate will be based at Setshaba Research Centre in Soshanguve.

REMUNERATION

Setshaba Research Centre offers competitive market related remuneration packages according to Qualifications and Experience.

Always quote Ref no. and position on your reply when applying.

If you are interested please send/deliver your CV to: Attention Ms JL Masemola, Setshaba Research Centre, 2088 Block H, Soshanguve, 0152 or fax your CV, Qualifications and Valid Registrations to 012 799 2685 or e-mail your correspondence to hr@setshaba.org.za.

No CVs without qualifications will be considered.

For more details, contact Ms JL Masemola @ Room 18; Tel 012 799 2422

Closing date for submission of CVs: 12/Feb/2018. Should you not have received a response within 14 days of the closing date, please consider your application as unsuccessful

NB. Correspondences will only be limited to short-listed candidates and Setshaba Research Centre reserves the right not to make an appointment.