



**merSETA**

MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

## **INTERNAL/EXTERNAL ADVERTISEMENT**

We have an excellent opportunity for the following professionals to enhance our Finance, Levy and Grants Unit, Head Office.

### **Temp Administrator: Levy and Grants (B5)**

**Salary 24 818. 85 pm**

**FIXED TERM CONTRACT ENDING 31 March 2023**

**Head Office**

#### **Duties:**

- To maintain Levy income schedule
- To assist with the processing of mandatory grants payments
- To assist with the processing of discretionary grant payment
- To maintain the projects and discretionary grant commitment
- Recover overpayments of mandatory grants and issue withdrawals or amendments of discretionary grant payments
- Process monthly reports and schedules that will assist in the finalisation of monthly management pack
- Periodically maintaining and updating new company banking details.

#### **Qualities, Experience, knowledge and skills required:**

- Grade 12
  - National Diploma in Bookkeeping or Accounting Qualification
  - 1 year bookkeeping and financial experience
  - Adequate understanding of the SETA's and their financing, including payments of grants
  - System knowledge especially Great Plains
  - Advanced Computer skills (Microsoft Office Excel & Word)
  - Attention to detail
  - Analytical acumen
  - Deadline driven and be able to work under pressure
  - Possess above average problem solving skills
  - Be a team player and customer orientated
-



The MERSETA is an equal opportunity employer; however, preference will be given to affirmative action candidates. ***People with disabilities are encouraged to apply.*** Please submit a detailed CV and motivational letter to: [recruitment@merseta.org.za](mailto:recruitment@merseta.org.za)

Only shortlisted candidates will be contacted. Should you not be contacted within 21 days after the closing date, please know that your application was not successful. **The MERSETA reserves the right to not make an appointment.**

**Closing Date: 19 August 2022**