

The Water Research Commission (WRC) is a dynamic hub for water and sanitation knowledge, innovation and intellectual capital, providing leadership and the support research, development and innovation of water and sanitation solutions. It engages stakeholders and partners involving water and sanitation challenges and opportunities, which are crucial to South-Africa's sustainable development and economic growth and is committed to promoting a better quality of life for all. The WRC is a schedule 3A public entity and adherence to required legislation is imperative to the organization's strategy and values.

Applications are invited from suitably qualified, experienced and passionate individuals for the Pretoria-based position of:

Financial Officer: Payroll and Creditors (Ref: FOPC)

6 Month Contract

The WRC is looking for a qualified and results driven individual to take on the temporary position of the **Financial Officer: Payroll and Creditors**. This position calls for an energetic and dynamic person to assist in providing efficient and effective financial reporting to the internal and external stakeholders of the WRC. The successful candidate will be a member of the Finance Branch reporting to the **Executive Manager: Finance**.

Applicants must be in possession of 3-year Diploma in Finance/Accounting/Payroll or related field/ RPL Accredited Certification at NQF level 6. Minimum experience of 3 years with Payroll and Accounting system. SAGE 300/VIP and Pastel Evolution/ Sage 200 (Creditors and Procurement Modules) will be advantageous. The candidate must have sound knowledge of Preferential Procurement Policy Framework Act and its regulations.

The **Financial Officer: Payroll and Creditors** will be responsible for assisting with the processing of complete and accurate creditors transactions and ensuring compliance with relevant policies and legislation, processing of efficient and accurate payroll transactions (salaries and third-party payments), submission of statutory reports, such as EMP 201, EMP 501 and submission to Compensation Commissioner. The successful applicant will be required to ensure implementation of efficient and effective internal controls and procedures, including the preparation of monthly reconciliations, monthly reports and ensuring compliance with accounting and finance standards, best practices and government regulations.

The appointment in this position will be made in line with the WRC's employment equity plan. Applications from individuals with disabilities are encouraged.

To apply please submit your CV to Human Resources, via e-mail to hr@wrc.org.za quoting clearly the reference number as a subject matter. Only CV's received via e-mail will be considered. The closing date for all applications is **16 June 2023**. Applicants who have not been contacted by **30 June 2023**, should consider their application for this position as unsuccessful.

