

Role:	Senior Bookkeeper
Accountable to:	Financial Manager
Job Grade:	C3
Collaboration with:	Academic team
Main purpose of this role:	To ensure the professional management and automation of the financial administration of TSIBA group of companies. To ensure financial integrity of financial processes and credibility with all stakeholders.

Key Performance Areas/Responsibilities:	
KPA 1: Creditors and Payment Management (30)%	
<ul style="list-style-type: none"> ● Ensure that budget owners partner with preferred suppliers in line with our Procurement Policy ● Data capture in 1C:Drive: supplier invoices, payments, cash books, journals ● Ensuring the Financial Authority Policy is understood and followed by budget owners. ● Ensuring all Cash Books are up-to-date wrt payments. ● Maintain our online Banking systems with all banks. ● Ensuring the Supplier Control Account is reconciled ● Control petty cash management and ensure that the Petty Cash Policy is understood and followed by staff members. ● Ensure that the Pay Card Payment method is properly reconciled and is understood by staff members ● Ensure that all collections are loaded on our banking system ● Manage the Creditor Intern by ensuring all relevant KPA's are executed on ● Maintain a schedule of suppliers to assist with the annual submission of BBBEE certificate application 	
KPA 2: Financial Management & Administration of all TSIBA Group entities (25%)	
<ul style="list-style-type: none"> ● Budget monitoring with budget owners ● Reconciliation of all accounts in 1C:Drive ● Monitoring and managing staff expenses ● Assist in preparing and conducting of annual audits 	
KPA 3: Debtors and Receipt Management (20%)	
<ul style="list-style-type: none"> ● Data capture in 1C:Drive: debtor invoices, receipts, cash books, journals ● Ensuring that the Debtor's Management Policy is understood and followed ● Ensuring that the Revenue Recognition Policy is understood and followed ● Ensuring that the Cash Management Policy is understood and followed ● Ensure Debtors Control Account is reconciled ● Weekly communication to Executives and Sustainability Department wrt Income 	

- Maintain and implement clear communication processes between the Finance and Academic Departments
- Management of student fees including sliding scales
- Manage the Debtor Intern by ensuring all relevant KPA's are executed on
- Communicate (both verbal and written) with debtors with regard to overdue accounts
- Liaise with the Debt Recovery Agency
- Manage the handing over of bad debts and the allocation of bad debts recovered
- Reconcile student bursary payments in collaboration with their student account
- Work closely with budget owners wrt their Income allocation

KPA 4: TSIBA Education Asset Management (15%)

- Maintain the Financial Asset Register within 1C:Drive
- Ensure that the depreciation is processed monthly on 1C:Drive
- Maintain and implement clear communication processes between Campus Management, IT Management and the Finance Department
- Ensure that impairments and disposals are correctly recorded
- Conduct spot checks on the physical availability of assets
- Ensure that the short term insurance of TSIBA Education is updated to reflect comparatively with the Asset Register

KPA 5: TSIBA Inventory Management (10%)

- Draft policies on Inventory Management within TSIBA (stationery, marketing merchandise, perishable supplies, etc)
- Implement Inventory Management Systems
- Ensure that the respective departments implement the inventory policies and manage the systems effectively

Additional:

- The ability to perform any other financial activity when another member of the Finance Team is unavailable to do so.

Competencies Required:

- ERP and Computerised Accounting experience to trial balance
- Systematic approach to financial management
- Ability to automate financial systems
- Efficient and well organised
- Basic knowledge of Companies Act and Income Tax Act
- Ability to supervise and develop staff

Experience and Qualifications:

- Bookkeeping qualification or equated Financial experience
- Must have a working knowledge of financial legislation (Company's Act, GAAP, IFRS, BBEE)
- Minimum 5 years experience

Attitude and Fit:

- Embraces and is aligned with TSIBA's philosophy and culture.
- Committed to lifelong learning and personal development.
- Understands student demographics and aspirations to targeted student groupings.
- Willing to share and transfer knowledge.
- Able to work with people on different levels.

- Works well independently or in a team.
- Innovative and willing to try out new ideas.
- Flexible and adaptable to changing situations and circumstances.
- Good at managing stressful situations.
- Collegial and able to maintain relationships across the organisation.

Monitoring and Evaluation	