The Agricultural Research Council (ARC) is a premier science institution that conducts research with partners, develops human capital and foster innovation in support of the agricultural sector. It provides diagnostic, laboratory, analytical, agricultural engineering services, post-harvest technology development, agrochemical evaluation, consultation and advisory services, food processing technology services as well as various surveys and training interventions. Through its wider network of research institutes and experimental farms, the ARC provides a strong scientific base and a broadly distributed technology transfer capacity to the entire agricultural industry in South Africa.

The ARC-Central Office (ARC-CO) seeks to appoint a highly skilled, experienced, and dynamic person to the following position at Hatfield, Pretoria:

FINANCE ASSISTANT: SUBSISTENCE &TRAVEL CLAIMS

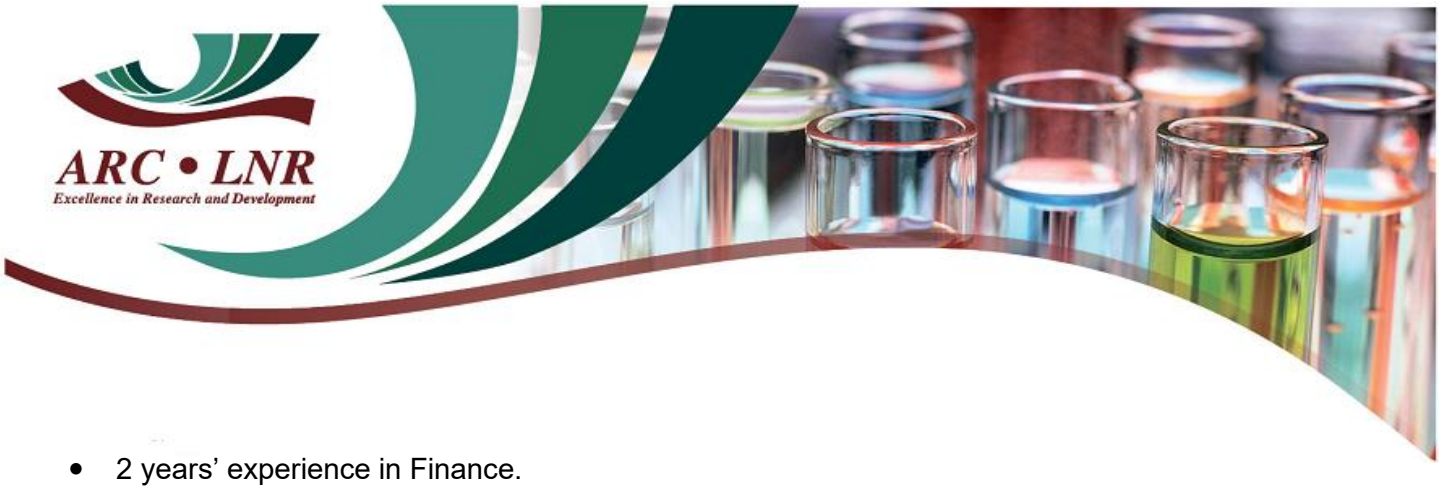
(1 (ONE) YEAR FIXED TERM CONTRACT)

Key performance areas:

- Review of Subsistence and Travel (S&T) claim forms.
- Review of travel advances.
- Prepare the excel sheet for both advances and claims to be uploaded on the payroll system.
- Balancing of the payroll file before payment is processed.
- Reconciliation and processing of S&T amounts due for deduction from employee salaries.
- Keeping of the travel advance register and follow up on overdue travel advances.
- Ensuring queries from the institutes are cleared by finance assistance.
- Assist with audit queries.
- Filling of the S&T documents.

Requirements:

- B-Com in Accounting / or Equivalent.



- 2 years' experience in Finance.
- proficiency in the MS Office suite.
- Microsoft AX experience will be an advantage.
- Ability to work under pressure.
- Ability to resolve problems.
- Deadline driven.
- Supervision skills.
- Analytic thinker.
- Ability to build relationships.
- Pay attention to detail.

Enquiries: Ms Eunice Mudzusi (012) 427-9726

CLOSING DATE FOR APPLICATIONS: 20 JUNE 2024

Competitive remuneration package will be congruent with the scope, responsibilities, and the stature of the position. The appointment will be subject to a positive security clearance and preference will be given to designated groups in terms of the ARC Employment Equity Plan.

Permanent appointments are subject to six (6) months' probation period. The Agricultural Research Council is an equal opportunity employer and is committed to the principles and processes of Employment Equity Act. Applications accompanied by covering letter, detailed CV (Including certified copies of certificates, supporting documents, copy of driver's license) must be attached on the form.

Click on the link to apply. https://forms.office.com/r/HMh2HE26Kw

NB: Non-RSA citizens with work permit must attach certified copies as well as the names and particulars of three (3) traceable referees.

SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered. Applicants who do not receive any response four (4) weeks after the closing date must regard their applications as unsuccessful. The company has the right not to appoint.