



National Credit Regulator

The National Credit Regulator (NCR) was established as the regulator under the National Credit Act 34 of 2005 (the Act) and is responsible for the regulation of the South African credit industry. It is tasked with carrying out education, research, policy development, registration of industry participants, i.e. credit providers, credit bureaux and debt counsellors, investigation of complaints, and enforcement of the Act. The Act requires the Regulator to promote the development of an accessible credit market, particularly to address the needs of historically disadvantaged persons, low income persons, and remote, isolated or low density communities. The NCR invites applications from suitable candidates for the following position:

Position: Finance Intern
Stipend: R5391.00 per month

Requirements:

- The candidate must have a relevant 3-year tertiary qualification in, Finance or equivalent qualification.
- Applicants must not have worked or participated in an internship before.
- No experience required.

Duties:

- Assist with the capturing of creditors invoices in the finance system.
- Ensure assigned creditors statements are reconciled when preparing payments.
- Updating of the invoice register and supplier standard list.
- Providing high level of customer service to internal and external customers.
- Handling enquires from suppliers.
- Assist with the clearing of the suspense account.
- Assist with the processing of debtor invoices, credit note and debit notes relating to applications, new registrants, window decals, additional branches and replacement certificates.
- Confirmation of payments received for new registrations, additional branches, window decals and replacement certificates.
- Ensure adherence to relevant statutory requirements, policies and procedures.
- Filing
- Be able to attend to any ad hoc tasks that may be requested relating to finance.
- Assist in ensuring an effective and efficient fee renewal process.
- Assist in the clearance of credit balances on debtor's accounts and refunds.
- Assist in attending to internal and external audit requests.

Knowledge:

- Basic knowledge of Generally Recognised Accounting Practise (GRAP)
- Knowledge of procurement processes and standards.
- PFMA, National Treasury Regulations.
- Knowledge of financial processes.

Skills:

- Computer literate, proficient in Microsoft Word and Excel.
- Attention to details, ability to work under pressure, self-driven and motivated.
- High ethical standards.
- Flexible and motivated team member and customer focused.
- Communication Skills (Written and Verbal).
- Demonstrate honesty and commitment.

- Maintain highest standards of personal and professional integrity and ethics.

Closing Date: 31 May 2024

The National Credit Regulator is an equal opportunity organisation which offers competitive market related packages. Suitable persons should send a detailed CV quoting the relevant reference number to: COM-recruitment@ncr.org.za

Correspondence will only be entered into with short listed candidates. The National Credit Regulator reserves the right not to make an appointment.



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