

## ADVERTISEMENT

### VACANCY – FUNDS ADMIN CLERK PAYOUTS GAUTENG REGION

#### Job Purpose:

To perform all clerical duties as per processes, procedures and standards in Funds Administration of the NBCRFLI and in terms of the Pay outs section

#### Key Responsibilities:

- Timeous processing and calculation of applications for Pro Rata's, sick leave, holiday, settled cases from arbitrations, refunds to employers and AWOL
- Capture all manual applications on the system, allocate to a clerk, print out the application, calculate the pay out, send off for checking, make any necessary changes and then create batches for the supervisor to sign off and load onto FNB.
- Ensure all necessary supporting documentation is attached to applications, e.g. sick note for sick leave
- Print out all online applications and perform spot checks, then create batches for the supervisor to sign off and load onto FNB
- Identify and resolve anomalies
- Handle all walk in and electronic queries related to pay outs that are allocated to you
- Update Foreigner bank account details if this duty is allocated to you
- Reissuing Rejected payments and posting of Journals for employees, transferring funds
- Perform other tasks as and when assigned by the Supervisor.

#### Educational requirements and experience:

- Matric with Maths and Accounting.
- 6 months to 1 years' experience in a financial environment e.g. bank processing function/ Insurance funds processing

### **Related skills**

- Customer Care
- Telephone Etiquette
- Good communication skills both verbal and written
- High Level Numeracy
- Team player
- Computer Literacy

### **REMUNERATION GRADE: B4**

It is the Council's intention to promote equity through the filling of all numeric targets as contained in the EE Plan, first preference will be given to Indian Males/White Males.

**Applications:** All applications accompanied by comprehensive word format CV's must be forwarded to the **NBCRFLI** Human Resources department via email address: [recruitment-ms@nbcrfi.co.za](mailto:recruitment-ms@nbcrfi.co.za) before the closing date.

**Closing date: 14 August 2025**

**Should you not hear from us 30 days after the closing date, please consider your application unsuccessful.**

### **PROTECTION OF PERSONAL INFORMATION ACT.**

Personal information collected and processed for purposes of recruitment will be protected from unauthorised access and improper use or disclosure.

### **DECLARATION AND INFORMED CONSENT.**

By submitting your application for the advertised role, you give Council permission to process your personal information and you acknowledge that you understand the purpose for which it is required and for which it will be used. Furthermore, you declare that all personal information supplied to the Council for the purposes of recruitment is accurate, up to date, not misleading and that it is complete in all respects.