



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

FINANCE DEPARTMENT

INTERNAL ADVERTS

Sefako Makgatho Health Sciences University (SMU) is a professional institution that offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. SMU is situated in Ga-Rankuwa (North of Pretoria) and the following position is currently available.

FINANCIAL AID OFFICER (1 Post)

Ref: 46/2022/NGMP11

The University is looking for a vibrant individual who will be responsible for the administration and processing of student financial aid. The incumbent will report to Head: Financial Aid and Bursaries and must meet the requirements, competencies and be responsible for the key performance areas listed below:

REQUIREMENTS

- Bachelor's degree/Diploma in Accounting/Finance
- At least three (3) years working experience in Financial Aid environment or related experience
- Good knowledge of the functions of the Financial Aid Office
- Previous Higher Learning Institution work experience will be an added advantage
- Excellent Excel spreadsheet skills and creative
- Willingness to work out of normal working hours where necessary

COMPETENCIES

- Administrative/professional knowledge and skills
- Resource management
- Ability to function with various teams with effective interpersonal and communication skills
- Quality assurance and risk management
- Corporate governance
- Decision making and problem solving
- Presentation skills
- Client/student service orientation
- Ability to work under pressure
- Minimal supervision, attention to detail and accuracy
- Personal integrity, punctuality, reliability and confidentiality

KEY PERFORMANCE AREAS

- Registration of students, confirmations and allocation of books, meals and cash allowances
 - Check if students passed or failed

- Confirm students on ITS and load students with books and meals
- Compile list for cash allowances
- Results to sponsors
 - Send all results to all sponsors
- Preparing the fee structure and invoices to sponsors and finalising contracts that have been approved for extension to sponsors
 - Check if students passed/failed and update lists
 - Check that all the subjects, residence and relevant fees appear on fee statement
 - Compile fees payable for the year on spreadsheet
 - Send fee statement to sponsor who pay by fee statement
 - Call qualifying students to complete extension of contracts and send back to sponsor by due date
- Payment to students' fee accounts
 - Confirm if bursary payment appears on GLA
 - Confirm if student numbers and names are correct
 - Reconcile amounts as per distribution list and payment
 - Capture information on ITS system and make payment to student fees accounts
- Attending to queries of students and sponsors
 - All student queries regarding meals, books, payments, outstanding payments and new bursaries
- Arrange sponsor visits
 - Draft notice for students to display on SMU Facebook page and prepare lists of students to send sms through Marketing and Communication
 - Draft agenda for sponsor visit
 - Arrange venue and refreshments
 - Draft and distribute minutes after meeting
- Application forms and bursary contract issued by sponsor
 - Inform students when application forms for bursaries as well as contracts for the following year are received from sponsors
 - Issuing and scrutinizing of application forms before sending to sponsors
 - Assist students with completing new bursary contracts and sending back to sponsor
- Processing of refunds to students
 - Request approval from sponsors for student refunds
 - Verify if all information is correct before signing refund form
- Reconciliation of GLA
 - Confirm if all payments received from sponsors have been paid to student fee accounts
 - Prepare monthly reconciliation of GLA and submit to Principal Accountant to finalise monthly FAO report to CFO
- Contribute to the overall development of SMU and actively improve institutional culture
- Perform any other duties as assigned by the Line Manager

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Closing date: 5 August 2022

Applications through Employment Agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mrs NG Motsamai**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by email at hr.recruitment1@smu.ac.za

The applications may also be posted or hand delivered to (place in an application box):

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Garankuwa, OR Human Resources Department, P. O. Box 68, MEDUNSA, 0204

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3893.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.