VACANCY

Fibre Processing & Manufacturing Sector Education and Training Authority

FUTURE SKILLS • EMPLOYABILITY • GROWTH

JOB TITLE	:	Discretionary Grants (DG) Payments Admin
REFERENCE NUMBER	:	DGADMIN/OCT2026
DEPARTMENT	:	Finance
DIVISION	:	Finance
TYPE OF CONTRACT		**Full-Time**
LOCATION	:	8 Summit Road, Thynk Park, 1st Floor, Dunkeld West, Randburg, JHB
JOB PURPOSE	:	• Responsible for the administration and processing of all Discretionary Grants payments across the SETA's three regions, including NSF payments. • Ensure that Discretionary Grants payments are processed accurately, efficiently, and timeously, and in compliance with applicable policies, financial controls, contractual requirements, and the SETA operating license. • Ensure continuity and effective administration of the Discretionary Grants payment function, thereby minimising the risk of payment delays, operational disruptions, and compliance issues
EDUCATION, WORK EXPERIENCE AND/OR CERTIFICATES	:	• 3-year Degree/ Diploma in Financial Management or equivalent qualification; • AP and AR experience • 3 years' relevant experience in a SETA environment; • Computer Literacy in Microsoft Office, Sage, Dynamic 365 and Bank website for EFT payments. • Understanding of relevant legislation such as PFMA; • Understanding the core objectives of National Skills Development Strategy III
KNOWLEDGE, SKILLS AND ABILITIES		• Interpersonal skills; • Strong communication skills; • Good Report Writing skills; • Work in team-oriented environment; • Ability to work under pressure/ weekends; and • Willingness to travel and have their own vehicle • Ability to work well under pressure with high level of drive • Ability to work irregular hours and adapt to changing schedules
BEHAVIUORAL TRAITS		• Brand leadership • Positive influence capabilities • Independence • Precision • Cognitive application of coherent principles • Confidentiality

ORGANISATIONAL VALUES		• Honesty and Integrity • Accountability • Respect • Service Excellence • Sustainable Socio-Economic Transformational Interventions
KEY PERFORMANCE RESPONSIBILITIES		• Receive and process Discretionary Grants (DG) invoices submitted by the three regions. • Review and verify DG invoices for completeness, accuracy, correctness, and compliance with approved requirements before processing. • Capture approved invoices and payment transactions accurately on the organisation's accounting system. • Reconcile payment transactions and prepare payment batches for loading onto the banking platform for EFT processing. • Verify stakeholder banking details against approved documentation and organisational records prior to processing payments. • Conduct banking details verifications for stakeholders in accordance with the organisation's internal controls and applicable requirements. • Prepare and submit weekly payment reports to the Projects Division detailing all stakeholders paid during the reporting period. • Perform monthly reconciliations of the Discretionary Grants bank account, ensuring that all transactions are accurately accounted for and reconciling items are appropriately investigated and resolved. • Perform month-end balance sheet reconciliations relating to Discretionary Grants transactions and accounts. • Process petty cash replenishments in accordance with approved financial procedures and controls. • Maintain and file supporting documentation relating to DG payments and transactions in accordance with audit, record-keeping, and compliance requirements. • Ensure that all Discretionary Grants payment activities are processed accurately, timeously, and in accordance with approved policies, procedures, financial controls, and regulatory requirements. • Maintain proper audit trails and supporting documentation for all transactions to facilitate internal and external audit requirements. • Liaise with the three regional offices, Projects Division, Finance Division, and relevant stakeholders to resolve payment queries **General Support** • Assist the Finance Division with ad-hoc financial and administrative duties as required. • Provide relief support for reception duties when operationally necessary.
CONTACT PERSON	:	*Sophie Tiro*
DATE CIRCULATED	:	*21 October 2026*
CLOSING DATE	:	*27 October 2026* ***at 16H30***
TEL NUMBER / E-MAIL	:	*011 403 1700*

NB: CV's should be forwarded to recruitment@fpmseta.org.za
Please specify the position applied for and reference in the subject line.
FP&M SETA encourages suitably qualified, historically disadvantaged individuals (HDIs) to apply.

Disclaimer:

The SETA reserves the right to amend the advert and not to make an appointment. Should you not receive correspondence 8 weeks after closing date, please consider your application as unsuccessful. Only shortlisted candidates will be contacted.

Please note that any personal information submitted to FP&M SETA will be processed within the scope of your application and, if your application is successful, for the performance of your subsequent employee relationship. Your personal information will be processed as per the requirements of the Protection of Personal Information Act, No 4 of 2013. Although submission of your personal information is solely at your discretion, we will unfortunately not be able to consider your application if we are not furnished with the required information or records.

*** Only candidates who meet the criterion need to apply and please attach your CV and certified copies of qualifications not older than 6 months.**