

**ADVERTISEMENT**

**SENIOR BURSARY OFFICER**

**SALARY RANGE: R 359, 517 – R 420, 402 PER ANNUM (EXCLUDING BENEFITS)**

**PERMANENT**

**CENTRAL OFFICE**

**OPEN VACANCY**

**THE SENIOR BURSARY OFFICER (SL8) IS REQUIRED AS INDICATED BELOW:**

Post	Post/Salary Level	Reference Number	Submit
Senior Bursary Officer	SL8	NLC/16/2024	<a href="mailto:careers7@northlink.co.za">careers7@northlink.co.za</a>

**MINIMUM REQUIREMENTS**

- Minimum (3) year qualification (National Diploma) in Financial Management/ Accounting.
- Minimum of 3 years of relevant experience.
- Computer Literacy (MS Office: Word and Excel).
- Knowledge of basic financial operating systems.
- Knowledge of applicable financial legislation, procedures and regulatory framework.
- Knowledge of financial functions, practises as well as the ability to capture data, operate a computer and collate financial statistics
- Knowledge of NSFAS policies, procedures and processes
- Computer Literate.
- Valid Driver's Licence.

**KEY PERFORMANCE AREAS**

- To ensure effective and efficient student bursary schemes, financial aid administrative support services in the college.
- Ensure the effective administration of the bursary application processes and financial aid schemes.
- Review applications for financial aid.
- Submit completed student registrations template to funders.
- Keep accurate record of all submitted claims to funders.
- Ensure students are placed in residences.
- Analyse NSFAS provisionally funded students.
- Responsible for the disbursement of funds:

  
 25/3/2024



- Liaise with debtors/ finance for crediting of student accounts.
- Submit reports to NSFAS to effect payment.
- Cancel unclaimed awards and reallocate funds to eligible students.
- Liaise with external services providers.
- Process all bursary related journals.
- Report on all bursary and financial aid allocations and progress.
- Manage of human, physical and financial resources:
- Render staff management, supervision of staff.
- Ensure completion of performance agreements by all employees in the unit.
- Verify all student refunds.

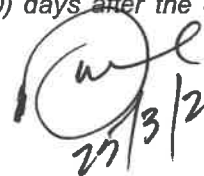
**Applications:** Applicants must submit their CV, copies of all qualifications (including school leaving qualifications), Academic Transcripts/ Statement of results, Identity document (ID Card – Front & Back copy), Valid Driver's Licence and 2 recent contactable references. Please note that a passport or Drivers Licence will not be accepted in lieu of Identity Document. All applicants must submit a duly signed and fully completed **NEW Z83 form** (view on the Northlink College website [www.northlink.co.za](http://www.northlink.co.za)) to email [Careers7@northlink.co.za](mailto:Careers7@northlink.co.za).

- **ALL DOCUMENTS SUBMITTED MUST BE IN PDF FORMAT.**
- **Applicants will be subjected to a criminal background check as well as the verification of qualifications.**
- Applicants are advised to submit one PDF document per application. A complete set of application documents should be submitted separately for every post you wish to apply for. Please ensure that you clearly state the relevant post reference number on your application. The College will not be responsible for any illegible PDF documents or PDF documents cannot be accessed/opened. The onus rests on the applicant to ensure that the applications are e-mailed before the closing date. Failure to attach the requested documents and incomplete applications will not be considered.

**Closing Date: 19 April 2024 at 12h00**

**Enquiries: 021 970 9069**

Northlink College is a designated employer in terms of the Employment Equity Act. Appointments will be made according to the Employment Equity plan of the institution. No absolute barriers will be created against persons from the non-designated groups. The College reserves the right not to make an appointment. If you have not received a reply within sixty (60) days after the closing date, you can consider your application as unsuccessful.

  
25/3/2024

• **Belhar Campus**

Tel: 021 952 2113 • Fax: 021 952 6694

• **Belville Campus**

Tel: 021 951 2231 • Fax: 021 951 3967

• **Goodwood Campus**

Tel: 021 591 3181 • Fax: 021 592 2493

• **Parow Campus**

Tel: 021 931 8238 • Fax: 021 931 8244

• **Protea Campus**

Tel: 021 946 2250 • Fax: 021 949 0886

• **Tygerberg Campus**

Tel: 021 524 2200 • Fax: 021 524 2300

• **Wingfield Campus**

Tel: 021 591 9207 • Fax: 021 592 3923