

## GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly email a detailed CV to the relevant Practitioner/Administrator (Human Resources), quoting the reference number and the job title. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
2. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications. e.g qualifications, Identity document, driver's license etc.
3. Response Email addresses of the relevant HR representative and is supplied at the end of each regional adverts. The onus is on the applicant to ensure that their application has been received. Incomplete applications and applications received after the closing date will not be considered.
4. Candidates credentials will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications.
5. Candidates may be required to undergo competency/psychometric assessments, presentations, typing tests or any other related assessments.
6. All health professional roles may be subjected to further assessment in line with the applicable proficiency matrix to determine the correct level.
7. At its discretion, The NHLS reserves the right to remove the advertisement and or not to appoint.
8. Correspondence will be limited to shortlisted candidates only.
9. These positions are open to all employees of the NHLS Including the employees who are on contract in similar or different positions.
10. Internal employees are required to complete a period of twelve months in their current role before they can be eligible to apply for transfer.
11. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
12. Successful applicants will be remunerated on the published scale associated with the post grade. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
13. **This is an open advert. External applicants are welcome to apply for this bulletin.**

CLOSING DATE: 12 December 2025

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## GRANT POSITION

**BUSINESS UNIT:** ACADEMIC AFFAIRS, RESEARCH AND QUALITY ASSURANCE  
**DISCIPLINE:** ACADEMIC AFFAIRS AND RESEARCH  
**LOCATION:** SANDRINGHAM  
**POSITION:** FINANCIAL DATA ANALYST (FIXED TERM CONTRACT ENDING 30 JUNE 2026)  
**GRADE:** C3  
**REFERENCE NUMBER:** CORPAAR1125/001/01(98100.001.1137)

### Key Job Responsibilities

■ To provide relevant statistical financial and non-financial information, reports and analysis to assist senior management with effective daily business ■ To extract and translate relevant statistical and financial data from the national database in order to provide meaningful reports to senior management to inform business management and planning ■ To generate monthly financial accounts for selected major public sector customers and provide electronic information in order to facilitate interpretation and prompt payment by customers to the NHLS ■ To monitor daily revenue generation of the NHLS from laboratories to the general ledger to ensure consistency of data flow and completeness of billing ■ To assist with the development of new financial information systems and their administration in order to re-engineer business processes that provide management with business tools that allow easy access to information ■ To validate accounts receivable sub-ledger accounts with general ledger accounts to ensure accuracy of information and resolve any discrepancies prior to month end ■ To analyse and report on monthly financial and no-financial accounts and publish it to business to assist them in their financial/budget control function ■ To assist with the implementation of the annual budget process, including processing of the corporate budget, to facilitate timeous capturing of the budget ■ To manage corporate capital expenditure (Capex) spend against the pre-determined budget to ensure accuracy of information and highlighting of over or underspend ■ To extract relevant statistical and financial data from the national database and translate into meaningful daily, monthly and annual reports for senior management in order to facilitate ongoing business management and forward planning ■ To generate monthly financial accounts for selected major public sector customers and provides electronic information in a customized format in order to facilitate interpretation and thereby prompt payment by the customer to the NHLS ■ To monitor daily revenue generation of the NHLS from laboratory to general ledger in order to ensure consistency of data a to ensure completeness of billing ■ To assist with the development of new financial information systems and the full administration thereof once developed in order to re-engineer business processes thereby providing senior management with the business tools required for quick access to information necessary for daily business management ■ To reconcile Accounts Receivable sub-ledger accounts with General ledger accounts to ensure accuracy of information and resolve any discrepancies prior to month-end.

Minimum requirements & key competency:

- Three-year National Diploma/Degree in Financial/Management Accounting (NQF Level 6) ■ 3 (three) years' experience in analytical reporting ■ 3 (three) years' experience in financial accounting environment with exposure to top level reporting ■ Thorough knowledge of mathematical/statistics formulae (Excel) ■ Advanced computer literacy (MS Office, especially Excel, with emphasis spread sheets & database
- Analytical skills: Innovative thinking ■ Communication skills ■ Interpersonal skills ■ Numerical ability ■ Attention to detail ■ Deadline driven
- Report writing skills ■ Dealing with senior managers ■ Problem solving ■ Produce system-based reports .

Contract is renewable at the discretion of the employer and subject to operational requirements.

Enquiries may be directed to Ndabenhle Ngongoma @ (011) 386 6145, or e-mail application to [Corporate2@nhls.ac.za](mailto:Corporate2@nhls.ac.za)



