



CONSOLIDATED RETIREMENT FUND FOR LOCAL GOVERNMENT

VACANCY: CONTRIBUTIONS ADMINISTRATOR

1. DESCRIPTION OF VACANCY:

Opportunity for exceptional service in the role of pension fund Member Contribution and Record Maintenance administrator.

2. MAIN ACTIVITIES:

- Contribution reconciliation performed monthly for the annual audit
- Ensure that procedures are followed in terms of Section 13 A of the Pension Funds Act
- Loading of new members and issuing of new member welcome communication letters
- Reconciling monthly member schedule to monies received and member record within fund rules; expediting all reconciling items post month end
- Various monthly and or daily reporting

3. QUALIFICATIONS:

- Matric with solid mathematical and accounting proficiency

4. SKILLS REQUIRED:

- Accurate, pride and caring
- Analytical and logical approach
- Articulate presentation and professionalism
- Assertiveness
- Client service orientated
- Good verbal and written communication skills
- Must be able to work independently, under constraints of strict deadlines and be a team player
- Organised and forward planner
- Proactive and takes initiative, driven individual
- Strong work ethic
- Time management and ability to prioritize workflow
- Understanding of accounting principles, interpretation of fund rules and awareness of industry amendments and enhancements

5. TECHNICAL KNOWLEDGE:

- A thorough understanding of the Employee Benefits industry and relevant Acts

6. TECHNOLOGY:

- Extensive practical experience on Microsoft office (outlook, word, excel)

7. WORKING EXPERIENCE:

- Five years relevant employee benefits experience
- Contactable references

8. REMUNERATION:

- A total cost to company market related salary structure including benefits is offered

9. TO APPLY:

Applicants that meet the above-mentioned requirements, should submit a detailed Curriculum Vitae to careers@crfund.co.za by no later than 10 August 2026. Please indicate position you are making application for.

Should you not receive a response from us by 31 August 2026, accept that your application was unsuccessful.

Please note that CRF may delete or expire employment opportunity advertisements on their website at any time.