



## **CONSOLIDATED RETIREMENT FUND FOR LOCAL GOVERNMENT**

### **VACANCY: CONTRIBUTIONS TEAM LEADER**

#### **1. DESCRIPTION OF VACANCY:**

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

#### **2. MAIN ACTIVITIES:**

- Appraisal implementation and staff reviews
- Clearing all appropriate control accounts and ensuring that postings to the general ledger are correct after each month end
- Reviewing loading of new members and issuing of new member welcome communication letters
- Reviewing monthly applicable Section 13 A of the Pension Funds Act and application of 13 A income
- Reviewing of monthly annual audit preparation
- Reviewing the month end process for correctness and in terms of rules, categories and investment choice selection
- Various monthly and daily reporting

#### **3. QUALIFICATIONS:**

- Matric with strong 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:**

- Ten years relevant employee benefits experience
- Contactable references

**8. REMUNERATION:**

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

**9. TO APPLY:**

Applicants that meet the above-mentioned requirements, should submit a detailed Curriculum Vitae to [careers@crfund.co.za](mailto:careers@crfund.co.za) by no later than 10 September 2026.

**10.**

Should you not receive a response from us by 30 September 2026, accept that your application was unsuccessful.

**11.**

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