



HR & AUXILIARY SERVICES

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CLAIMS ADMINISTRATOR

PERMANENT POSITION

LOCATION: HEAD OFFICE, MIDRAND
REMUNERATION: R 295 251 TCTC PER ANNUM

PURPOSE OF THE POSITION

The main purpose of this position is to provide core administration support to the administrative function of the Fidelity Fund and to manage and monitor the claims submitted against the Fidelity Fund.

KEY PERFORMANCE AREAS

- Responsible for the general administration, analysing and processing of the fidelity fund historical claims
- Analyse all claims and report to the Legal Manager on the status of such claims
- Ensure that all required information has been submitted accurately for claims processing
- Compile continuous progress and status reports on old and new claims against the Fidelity Fund
- Register and process new claims against the Fidelity Fund
- Provide admin support to the Fidelity Fund Committee and the Chairperson of that Committee
- Investigate potential fraudulent claims
- Adhere to legal requirements, regulations and quality standards set by the Board
- Draft submissions for rejection or approval of claims based on analysis of claims made.

KNOWLEDGE, SKILLS AND ABILITIES

- An understanding of Word, Excel and basic computer network systems
- An ability to understand the Sheriffs' Act as well as well as basic legislation governing the profession
- Good communication skills – verbal, written and telephonic
- Ability to work under pressure and tight deadlines
- Ability to manage relationships between and within different operational paradigms

QUALIFICATIONS & EXPERIENCE

- Grade 12
- Degree/Advanced Diploma in Financial Management/Accounting or equivalent qualification
- Minimum of 3 years relevant experience in a financial and/or Compliance/ administration management environment
- Administrative support experience will be an advantage

NOTE: Communication will be limited to shortlisted candidates. The preferred candidate(s) might be subjected to a competency assessment, security clearance and qualification verification.

APPLICATION PROCESS:

A duly completed Application for Employment form, Cover letter, Curriculum Vitae and Certified copies of qualifications & ID should be submitted to jobs@sheriffs.org.za.

Closing date for all applications – 01 March 2024

THE SOUTH AFRICAN BOARD FOR SHERIFFS ENCOURAGES APPLICATIONS FROM PEOPLE WITH DISABILITIES