NATIONAL OFFICE
851 River View Park Street
Riverview Office Park
Halfway Gardens
Midrand
1685
Tel: 010 001 8500

LEGAL PRACTICE COUNCIL

Advert 22 of 2026
Internal & External

The Legal Practice Council (LPC) invites qualified and experienced candidates to apply for a vacant position at the Gauteng Provincial Office.

Vacancy : Finance Administrator: Client Services
Province : Gauteng (Pretoria): **Ref No:** GP09/2026
CTC Salary Package : R279 245,00 all-inclusive package p.a.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ A relevant NQF 6 qualification in Finance, Accounting, Bookkeeping, Financial Management or a related field; ▪ 2 years' relevant experience in billing, accounts receivable, debt collection or financial administration; ▪ Practical experience using Sage X3 or a comparable financial system; ▪ Working knowledge of invoicing, payment allocation, account reconciliation and credit-control processes; ▪ Proficiency in Microsoft Excel and other Microsoft 365 applications; ▪ Experience in a client-facing finance environment will be advantageous.

Skills & Competencies

Financial administration and reconciliation; ▪ Numerical accuracy and attention to detail; ▪ Analytical and problem-solving skills; ▪ Sage X3 or related financial systems proficiency; ▪ Client service and query management; ▪ Debt-collection communication and negotiation; ▪ Planning, organisation and records management; ▪ Effective written and verbal communication; ▪ Integrity, confidentiality and professional ethics; ▪ Time management and deadline orientation; ▪ Ability to work independently and collaborate effectively under pressure.

Key Responsibilities

Process accurate and timely client invoices, including annual billing, on Sage X3 or a related financial system, after verifying client details, tariffs, approvals and supporting documentation; ▪ Process credit notes, debit notes and authorised billing corrections and maintain complete billing records; ▪ Allocate

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receipts accurately and promptly to the correct client accounts and invoices; ▪ Investigate unidentified or unallocated payments and process authorised reallocations, refunds, reversals and account adjustments while maintaining a clear audit trail; ▪ Monitor overdue accounts, issue statements and reminders, follow up on payment commitments and escalate complex disputes or long-outstanding debt in line with approved credit-control procedures; ▪ Investigate and resolve billing, payment and account queries within agreed turnaround times while maintaining professional client service; ▪ Perform regular client account analyses and reconcile balances, receipts, invoices, credit notes and adjustments; ▪ Identify and resolve discrepancies, aged items, duplicate transactions and unusual account movements; ▪ Prepare reconciliation schedules and support month-end reporting activities; ▪Prepare schedules, transaction reports, reconciliations and supporting documentation for internal and external audits; ▪ Maintain accurate, complete and traceable records in accordance with internal controls and document-retention requirements; ▪ Respond to audit information requests, assist with resolving audit queries and support implementation of agreed corrective actions; ▪ Provide accurate account information and reports to management and relevant stakeholders.

The Legal Practice Council is committed to the achievement of employment equity and workforce representativity in accordance with its Employment Equity Plan and the Employment Equity Act, 55 of 1998. Preference may be given to suitably qualified candidates from designated groups in line with the Council's approved Employment Equity targets and operational requirements.

NB: Interested and suitably qualified persons may send their applications, indicating the position they are applying for and the reference number on the subject line, for the attention of:

- **Ms Tumelo Motseo: HR Officer Recruitmentgp@lpc.org.za: Contact number: 012 338 5825**

Kindly submit a recently updated comprehensive CV, as well as copies of all qualifications (Matric and Admission, where applicable); certificates must be attached, a copy of ID and a driver's licence (where applicable). All appointments are subject to a vetting process and must yield positive results. The processing of your personal information by the Legal Practice Council will be done in accordance with the POPI Act 4 of 2013. Shortlisted candidates for some positions may undergo assessments to evaluate their competencies. Please note that correspondence will only be limited to shortlisted candidates. if you do not receive any response within 30 days from the closing date of the advert, consider your application unsuccessful.

Closing date for applications 05 November 2026; late applications will not be considered.

Disclaimer: The LPC reserves the right not to make an appointment.



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