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| Job Title | Finance Administrator |
| Location | Woodmead, South Africa |
| Contract Type | Permanent |
| Reports to | Financial Controller |
| Position Description | The Finance Administrator assists with the company's financial operations and reporting, as well as conducting administrative tasks such as communicating with clients and engaging in personnel decisions. |
| Requirements | <ul style="list-style-type: none"> • Grade 12 + Tertiary Qualification (preference) • At least 1-year technical accounting training diploma or certificate, preferably an accounting degree • At least 2-3 years' experience in a similar role • Have knowledge of vat/ paye and other statutory requirements, ideally also for African countries • Computer Literate; MS Excel, MS Word, SAP / Pastel • Excellent Communication Skills • Good knowledge of accounting and some financial analysis • Excellent Organizational and Planning skills • Close Attention to Detail |
| Responsibilities | <ul style="list-style-type: none"> • Finance and Administration • Becoming involved in many aspects of the financial operation of a business, including management accounts, budgeting, payroll/human resources, and business planning. • Ensure that statutory returns are completed accurately, completely and on time. Ensure that the payments are completed on the ground – whether by ourselves or a 3rd party intermediary. • Ensure accuracy, completeness, and timeliness of processing and of the company's financial reporting mechanisms. • HR - Assist with HR requirements where required • Cash Book – processing and balancing, loading payments on the bank • Debtors – Full Debtors management and invoicing • Creditors – Full Creditors management • Liaison with internal and external and head office auditors • Awareness and adherence to company policies and procedures |
| Key Attributes | <ul style="list-style-type: none"> • Positive attitude • Pay Close Attention to Detail • Team player • Hard worker • Someone who is willing to learn • Calm under pressure • Ability to multitask • Strong communication and self-management skills |
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