



POST	FINANCIAL ADMINISTRATOR
TYPE OF POSITION	FIXED TERM CONTRACT (12 MONTHS)
CENTRE	PRETORIA

REQUIREMENTS

National Diploma in Financial Management / Accounting or Graduate degree in related qualification. Two (2) years' working experience in Finance. Postgraduate qualifications will be an added advantage.

SKILLS

Mathematical ability, Accountancy, Administrative, Computer, Coordination, Communication, and Time Management and Administration Support.

BEHAVIORAL ATTRIBUTES

Accuracy, Customer Focused, Deadline driven, Details focused, Professionalism, Diligent, Proactive, Analytical, Trust, Tact, Teamwork and work under pressure

KEY DUTIES AND RESPONSIBILITIES

- Preparation of the requisition for Finance and Administration
- Capturing of invoices details on the system on a weekly basis
- Issuing of payment advices to supplier
- Reconciliation of Subsistence and Travelling
- Compiling creditors reconciliations on a monthly basis
- Compilation of Quarterly reports on cost containment of National Treasury
- Filling of invoices and also assisting auditors with requests for invoices

Please forward your applications to hr@namc.co.za, closing date: **05 March 2021**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.