



<b>POST</b>	<b>FINANCIAL ADMINISTRATOR</b>
<b>TYPE OF POSITION</b>	<b>FIXED TERM CONTRACT (12 MONTHS)</b>
<b>CENTRE</b>	<b>PRETORIA</b>

## **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](mailto: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.**