



<b>Job Title:</b>	<b>Financial Administrator</b>
<b>Type of Contract</b>	<b>Fixed Term Contract (12 Months)</b>
<b>Reporting to</b>	<b>CFO</b>
<b>Based:</b>	<b>Pretoria</b>
<b>Reference No:</b>	<b>HRREC004/2022</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, Ensuring that creditor's payments are done within 30 days
- Management of creditors, including keeping invoice register, payment analysis, etc., Issuing of payment advices to supplier, Reconciliation of Subsistence and Travelling, Compiling creditors reconciliations on a monthly basis
- Reconciliation and management of petty cash, Filling of invoices and also assisting auditors with requests for invoices, and Carry out other tasks as and when requested by Chief Financial Officer

Please forward your applications to: [hrrecruitment@namc.co.za](mailto:hrrecruitment@namc.co.za) closing date: **01 April 2022**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.