

<b>Job Title:</b>	<b>Financial Administrator</b>
<b>Type of Contract</b>	<b>3 years Contract</b>
<b>Reporting to</b>	<b>CFO</b>
<b>Based:</b>	<b>Pretoria</b>
<b>Reference No:</b>	<b>HRREC011/22</b>

## REQUIREMENTS

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

## KNOWLEDGE & SKILLS

Mathematical ability, Accountancy, Administrative, Computer, Coordination, Communication, and Time Management and Administration Support. 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 and processing of payroll claims e.g. Subsistence and Travelling claims, advances, cellphone and data claims, etc.
- Compiling creditors reconciliations on a monthly basis
- Reconciliation and management of petty cash
- Filling of invoices and also assisting auditors with requests for invoices
- Carry out other tasks as and when requested by Chief Financial Officer
- Reconciliations of commitments on a monthly basis

- Proper record and management of staff advances including keeping an advance register.

To apply for the position, please forward the relevant Job Application Form which is available in our website to [hrrecruitment@namc.co.za](mailto:hrrecruitment@namc.co.za) closing date: **31 March 2023**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful.

Short-listed candidates will be subjected to reference checks and qualification verification. If you have not been contacted within 3 months of the closing date, please note that your application was unsuccessful.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer "personal information" shall be defined as outlined in the POPIA.

Please visit [www.namc.co.za](http://www.namc.co.za) or [hr@namc.co.za](mailto:hr@namc.co.za), for further information. The NAMC reserves the right to withdraw, amend or not fill the position.