

Job Title:	Financial Administrator
Type of Contract	6 (Six) Months Temporary Contract
Reporting to	CFO
Based:	Pretoria
Reference No:	HRREC017/23

REQUIREMENTS

At least National Diploma in Financial Management / Accounting. Bachelor's degree in financial accounting will be an added advantage. 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. Knowledge of PFMA, PPPFA, Treasury Regulations, various Treasury Instruction notes and circulars, GRAP and Pastel Evolution

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 advice to supplier
- Reconciliation and processing of payroll claims e.g. Subsistence and Travelling claims, advances, cellphone, and data claims, etc.
- Compiling creditors reconciliations monthly
- Reconciliation and management of petty cash
- Filling of invoices and assisting auditors with requests for invoices
- Carry out other tasks as and when requested by Chief Financial Officer
- Reconciliations of commitments and accruals monthly

- 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 closing date: **9 February 2024**. 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.

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 or hr@namc.co.za, for further information. The NAMC reserves the right to withdraw, amend or not fill the position.