

Job Title:	Financial Administrator
Type of Position	5 Years Contract Position
Reporting to	Chief Financial Officer
Based:	Pretoria
Reference No:	HRREC005/25

QUALIFICATION AND EXPERIENCE:

National Diploma in Financial Management / Accounting.

Bachelor's degree in financial management/ accounting will be an added advantage.

Two (2) years' working experience in the Finance Environment. Postgraduate qualifications in Financial Management / Accounting will be an added advantage.

KNOWLEDGE AND 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 FOCUS AREA

- 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 CV to hrrecruitment@namc.co.za. Kindly quote **"Financial Administrator"** in the subject line when applying. Closing date: **13 June 2025**. Only shortlisted candidates will be requested to submit certified copies of ID and Qualifications. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. Successful candidate will be subjected to reference checks and qualification verification prior to appointment.

NB: All applications without quoting "Financial Administrator" in the subject line will be automatically disqualified.

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, and for further enquiries, send an email to hr@namc.co.za. The NAMC reserves the right to withdraw, amend or not fill the position.