

Job Title:	Financial Administrator
Type of Position	5 Years Contract Position
Reporting to	Chief Financial Officer
Based:	Pretoria
Reference No:	NAMC/2026/FA/019

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.

Closing date: **18 September 2026**

Please visit www.namc.co.za. The NAMC reserves the right to withdraw, amend or not fill the position.