



Job Title	Finance Administrator
Location	Paulshof, Johannesburg
Salary	R 22K p/month (R 264K Annual CTC)
Contract Type	Permanent
Reporting To	Finance Manager

Purpose

To assist the Finance department with administrative duties, invoicing and collection of debtors accounts.

Responsibilities

- Creating of client invoices as per instructions received from programme managers.
- Issuing of statements and invoices to programme managers and/or clients.
- Follow up on overdue debtors.
- Work closely with MBA programme managers to manage student accounts.
- Following up of unallocated deposits and allocation of receipts to individual debtors' accounts.
- Ensuring debtors accounts are updated on Pastel Partner and reconciling to debtors control account.
- Assisting the Finance Manager & Bookkeeper with administrative duties within the department: filing, compilations of schedules and Pastel Partner processing.
- Updating Finance Action Board.
- Assist with Tenders/Vendor documentation.
- Petty cash control.
- Stock control.
- Stationery control.

Supervision Received

Reporting to Finance Manager who provides direction, support, general advice and guidance.



Supervision Given

None required.

Other Activities

The post holder will undertake other appropriate activities and projects which may be allocated by the Finance Manager from time to time.

Terms and Conditions

Standard office working hours are 8:30 to 17:00 Monday to Friday, with one hour's unpaid break for lunch (37.5 hours per week). However, you will be required to work such hours as are necessary to carry out the duties associated with the post. Occasional evening work and weekend work is a requirement. Overtime must be agreed in advance with your manager. Time-off-in-lieu is permitted for weekend and evening work.

This document outlines the current duties required for this post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Skills Required

- Bookkeeping skills: Pastel Partner – processing.
- Computer skills including ability to operate spreadsheets and word processing programmes.
- Attention to detail and high level of accuracy.
- Effective administrative and organisational skills.
- Effective verbal, listening and communication skills.
- Analytical and problem solving skills.

Attainment

- Bookkeeping and/or Accounting qualification – or still studying towards either.

Knowledge

- Knowledge of office administration and bookkeeping procedures.
- Pastel Partner (processing & invoicing).



Relevant Experience

- Processing Pastel accounting.
- Filing & administration.
- Stock control.
- Petty cash control.

Disposition

- Accurate and complete.
- Demonstrates sound work ethics.
- Flexible approach towards duties.
- Well-presented and professional.
- Vibrant personality, people person, courteous, honest and reliable.