

JOB PROFILE: FINANCE ADMINISTRATOR

To apply Email CV to

recruitment@tianaconsulting.co.za**SECTION A: JOB INFORMATION SUMMARY**

Job Title	Finance Administrator
Job Level	Equate Level 9 (R424 104,00) pa
Position Reports to	Chief Financial Officer
Direct Reports to the Position	N/A
Division	Finance Division
Location	33 Heerengracht Foreshore Cape Town
Position in the Organisation	Not applicable

SECTION B

PRIMARY PURPOSE OF THE JOB	To provide effective and efficient administrative and finance-related support to the CFO to enhance office effectiveness. To assist the CFO in implementing operations within the Finance Division. and finance-related support and assistance.
KEY PERFORMANCE AREAS	<ul style="list-style-type: none">• Provide sound administrative support• Provide effective and efficient finance-related Support• Record management• Governance and compliance
TECHNICAL COMPETENCIES <i>(Knowledge/Systems/Regulations)</i>	<ul style="list-style-type: none">• Outlook, Excel, Word and Power Point
BEHAVIOURAL COMPETENCIES <i>(Skills/Attributes/Values)</i>	<ul style="list-style-type: none">• Administration• Financial Management• Communication• Computer Literacy• Ethics and Integrity• Diversity and change management• Organisational Sensitivity

SECTION C: DESCRIPTION OF TASKS

KEY PERFORMANCE AREAS	OBJECTIVES / ACTIVITIES
PROVIDE SOUND ADMINISTRATIVE SUPPORT	<ul style="list-style-type: none"> • Provide effective and efficient administrative support to the CFO. • Assist with collating and compiling financial information for input onto the Finance Divisional report. • Assist in the compilation of the Finance reports. • Develop and maintain an institutional repository of all Finance-related governance documents, templates and forms. • Collate information from stakeholders and prepare financial reports. • Review and maintain the asset register. • Ensure that all petty cash vouchers are correctly filed. • Maintain the CFO diary and ensure preparation of CFO pack in preparation for meetings. • Quality control documents, editing and formatting of CFO's documents, as required. • Ensure that CFO's diary is updated and maintained. • Effective planning and coordinating of all finance travel arrangements as authorised through the requisition process.
PROVIDE EFFECTIVE AND EFFICIENT FINANCE-RELATED SUPPORT	<ul style="list-style-type: none"> • Provide effective and efficient finance-related support to the CFO at all times. • Assist to check the accuracy of financial transactions. • Conduct proper risks analysis and identify triggering factors towards potential risks within the Finance Division. • Provide assistance in the review of existing governance documents, including standard operating procedures and policies. • Maintain an accurate record of financial transactions. • Ability to analyse financial statements.
RECORD MANAGEMENT	<ul style="list-style-type: none"> • Develop a functional record keeping system for all documents within the Finance Division. • Ensure that the contracts register is updated and maintained. • Manage the Finance data and documents, including record keeping, filing, and archiving. • Digitise all Finance related documents as directed. • Establish and maintain an accurate and updated filing / document management system for Finance. • Record all assets in the assets register, existing, new additions and also the disposed assets. • Physical verification of all the assets every six months. • When assets are delivered, ensure tags are allocated to the assets and forward them to the relevant users/ department for recording. The financial administrator will record the assets in the asset register. • Upon delivery the assets must be verified for the receipt by checking the nature, quality and quantity of the asset(s) and signs the invoice/delivery note that will be taken back the delivery person. • At month end the Financial administrator must generate general

	<p>ledger and fixed assets report from Sage 200 and perform a monthly reconciliation</p> <p>Ensure assets are identified for scrapping or being disposed of</p> <ul style="list-style-type: none"> • disposed of through physical asset verification. • Assets for disposal shall be obsolete, broken or assets no longer required by the FFC.
<p>GOVERNANCE AND COMPLIANCE</p>	<ul style="list-style-type: none"> • Ensure the promotion and practice of good corporate governance. • Ensure that the FFC operations support the attainment of its strategic objectives. • Ensure that the Finance Division complies with all relevant laws and regulations. • Stay updated with changes in financial regulations and laws. • Assist and support the implementation of policies to ensure compliance. • Assist to Identify and manage financial risks.

SECTION D: SPECIFIC REQUIREMENTS

Qualifications • Degree in Accounting or relevant field.

Experience • Proven track record of providing effective finance-related and administrative support.

- Strong financial planning and analytical skills.
- Excellent communication and interpersonal skills
- Knowledge of finance principles and accounting procedures
- Ability to work independently and as a team
- Excellent interpersonal and problem resolving skills.
- Computer literate