

INTERNAL VACANCY

REF NO : FINANCIAL ADMINISTRATOR
DIVISION : FINANCE - HEAD OFFICE
POSITION : FINANCIAL ADMINISTRATOR
CLOSING DATE : 25 NOVEMBER 2024

An Internal Vacancy exist for a **Financial Administrator** in the **Support Finance Division** at **Head Office**

The suitable candidate's main responsibilities and duties include, but are not limited to, the following:

- ✚ Maintaining Fixed Asset Registers
- ✚ Petty Cash
- ✚ Maintaining Fleet Registers
- ✚ Confirming Intercompany
- ✚ Generate various daily, weekly and monthly and ad-hoc reports when required.
- ✚ Loading Webx Orders
- ✚ Preparing Capex Forms
- ✚ Adhoc Work
- ✚ General administration duties.
- ✚ Assisting FM
- ✚ Assisting Accountants

Preferred qualifications/attributes/skills:

- ✚ Grade 12 or equivalent qualification;
- ✚ BCom Degree in Finance, Accounting;
- ✚ Sound knowledge and relevant experience in administration;
- ✚ Previous experience in the similar position will be advantageous;
- ✚ Excellent typing skills and accuracy essential;
- ✚ Bilingual (English and any other South African language);
- ✚ Sound communication skills (verbal and writing);
- ✚ Good interpersonal and strong leadership skills;
- ✚ Good telephone etiquette;
- ✚ MS Office proficiency (excellent knowledge of Excel and Word);
- ✚ Own transport and accommodation;
- ✚ Clean disciplinary, criminal and credit record;

Interested candidates to e-mail CV and Internal Application Forms to internalcv@proteacoin.co.za
Employment consideration will be in accordance with the Employment Equity Act requirements
Should you not hear from us within 14 days after closing date, your application should be considered unsuccessful

CEO: C Diavastos
MM Selepe A Myatt HBN Yiga NR Msimangi TC Nyembe