



## **Finance Administrator**

### **Job Specifications**

#### **Duties**

- Attend to incoming financial queries via telephone and email
- Assist other departments with financial queries
- Send out remittances to service providers
- Reconcile specific supplier accounts
- Prepare/reconcile and submit late submission claims for authorisation and payment
- Assist Accounts Payable/Receivable with ad hoc duties as required

#### **Educational Requirements**

Matric with Accounting as a subject (non-negotiable)

Studying towards a Business/Financial tertiary qualification (advantageous)

#### **Characteristics**

- Teachable
- Ability to work under pressure
- Well-Organised
- Team player
- Problem solver
- Good telephone and email etiquette