



JOB SPECIFICATION

<p>JOB INFORMATION</p> <p>Job Title: Finance Administrator</p> <p>Department: Finance</p> <p>Normal Hours of work: Normal hours of work unless there are urgent matters to be attended to</p> <p>Normal place of work: Auckland Park, Johannesburg</p>	<p>Job Classification: Administrative</p> <p>Reporting to: Finance Manager</p> <p>Job Grade: B4</p> <p>Last Review: August 2023</p>
<p>PRIMARY OBJECTIVE(S) OF THE JOB</p> <p>Responsible for the provision of financial control support to the Financial Manager, including the monthly corporate liquidity, monthly financial performance, monthly financial position and monthly risk management activities related to the company's financial activities in order to assist the Financial Manager in ensuring the solvency and liquidity of the organisation. Payment of invoices and reconciliations of creditors and preparation of age analysis. Assist the Accountant and Project Accountant with recording of transactions in the financial system.</p>	
<p>MDDA VALUES</p> <p>Integrity: We are honest, transparent, reliable, fair, accountable and responsible for our actions</p> <p>Ubuntu: We are empathetic, courteous and respectful to our staff and clients alike</p> <p>Professionalism: We are efficient, effective, service delivery orientated, punctual, performance driven and work collectively</p> <p>Commitment: We are passionate, go the extra mile, responsive, have a strong work ethic, are consistent and accessible</p> <p>Developmental: We are inclusive, open and participatory</p>	
<p>KEY DUTIES AND RESPONSIBILITIES.</p> <p>Financial Control</p> <ul style="list-style-type: none"> - Revenue Management <ul style="list-style-type: none"> o Assisting the Finance Manager in the sourcing of Funds to ensure the financial viability of the organisation. o Assisting the Finance Manager in the investigation of new revenue streams for the organisation. o Compling of legislative documents for the Grant Funds approval process, to assist the Finance Manager in the accurate and timely submission of required documents. - Expenditure Review <ul style="list-style-type: none"> o Verification of expenditure documents to ensure required documents and signatures are in place before payments are made. o Loading of payments, as processed by the Disbursement Officer, to the Banking Platform o Compilation of expenditure and other account reconciliations. o Assist the HRM and Finance Manager in the processing of payroll. - Budget Control <ul style="list-style-type: none"> o Assist the Finance Manager in budgeting control, ensuring that expenditure is in line with the approved budget. 	

- Monitoring of internal budget controls.
- Investment Control
 - Assist the Finance Manager in the investment of surplus funds to ensure the maximum return on investments.
 - Compilation of investment reconciliations.
- Petty Cash Control
 - Replenishment of Petty Cash
 - Issuing of Petty Cash Disbursements
 - Recoding of Petty Cash transactions
 - Monthly reconciliation of Petty Cash

Reporting

- Compile and ensure that all reports and documentation are generated and submitted according to specified standards and requirements
- Assists the Finance Manager in the development of their departmental financial reports.
- Assists the Finance Manager in the development of Annual Performance Report.
- Assists the Finance Manager in the development of the Organisational Annual Report.
- Assists the Finance Manager in the development of Monthly and Quarterly organizational Financial Reports.
- Assist the Finance Manager in compilation of Quarterly and Annual Financial Statements.

Internal and External Audit Management

- Assisting the Finance Manager in co-ordination of the Audit preparation plan
- Co-ordination of the Audit Process for finance
- Provision of information to the Auditors
- Assist the Finance Manager in responding to the Audit Queries
- Assist the Finance Manager in attaining a positive audit outcome

Record Keeping

- Maintain department records and files to ensure information is kept up to date and filed accurately

PLANNING AND DEVELOPMENT

Keep up to date with latest financial management trends

HUMAN RELATIONS

Team-player – colleague interrelations

Good interpersonal skills

Motivator- maintain good relationship with colleagues so that they achieve results

CUSTOMER RELATIONS

Internal – All staff

External –All visitors, Service providers/vendors, small media service providers

CONTINUOUS PROFESSIONAL DEVELOPMENT AND UPGRADE

Maintain professional and technical knowledge by attending educational workshops; benchmarking with latest financial practices and keep abreast with new financial trends by participating in professional bodies

QUALIFICATIONS AND EXPERIENCE

University Degree in Finance

Minimum of (2) relevant Accounting experience

Knowledge and understanding of the Public Finance Management Act (PFMA); Preferential Procurement Policy Framework Act and Supply Chain Management in the public sector; Public Audit Act; Treasury Regulations; and Public Administration would be an advantage.

Leadership Competencies

Behavioral Competencies

Problem Solving; Achievement Orientation; Decision Making; Analytical Thinking; Attention to Detail; Teamwork

Technical Competencies

Legislation, Practices and Standards; Accounting and Reporting; Information Management; Information Gathering and Processing; Records and Information Management; Auditing

SPECIAL REQUIREMENTS

Pastel payroll processing and administration

Ability to coordinate and organize financial records

Abreast with financial management trends

Business acumen

Reviewed By:		Date:
Approved By:		Date:
Last Updated By:		Date: