

<b>POSITION</b>	Administrator: Finance
<b>REPORTING LINE</b>	Financial Manager
<b>DEPARTMENT</b>	Finance
<b>EMPLOYMENT STATUS</b>	Permanent

### POSITION DESCRIPTION

### MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION

The administrator ensures smooth running of our company's offices and contributes in driving sustainable growth. The **tasks of the administrator** will include bookkeeping. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy.

### JOB EVALUATION CRITERIA

- Processing of sales invoice
- Providing financial information and deducing the repercussions for business performance and funding needs
- Prepare monthly accounting reconciliations
- Prepare supplier reconciliations for payments
- To ensure the financial rules of the company that employs them are followed
- To prepare accounts for payments received and purchases made by the organisation
- Loading payments for approval and authorization in the bank
- Controls day to day incomes and expenditures
- Directing the preparation of financial reports summarising and estimating the organisation's financial position such as income statements, balance sheets and analyses of future earnings and income
- To improve the financial controls within the organisation
- To draw up the organisation's monthly budgets based on the necessities of the business
- Assist with monthly payroll
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

### EDUCATION AND EXPERIENCE

**FORMAL EDUCATION AND EXPERIENCE**

- Grade 12/Matric
- Proven experience as an Finance Administrator, office assistant or relevant role
- Minimum 3 years' experience in a similar role
- Excellent IT Skills, particularly in Excel & MS Office Package
- Excellent organisation skills
- Good general accounting experience; with sound debit and credit comprehension
- Previous experience in financial control
- Strong knowledge and experience of accounting software packages

**AVAILABILITY**

- 1 July 2022

**COMPETENCIES****REQUIREMENTS, KNOWLEDGE AND SKILLS**

- Displays accuracy and attention to detail skills
- Ability to plan and organise to ensure that work is completed in an efficient manner
- Displays a team approach by participating actively and cooperatively with team members
- Maintains respectful work relationships
- Utilises techniques to proactively improve own performance
- The ability to identify and demonstrate company values
- Ability to solve problems
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office and office management software (ERP etc.)

If you are interested and you meet the minimum job requirements, please email, or submit your CV to [o.engle@lucchinisa.co.za](mailto:o.engle@lucchinisa.co.za) by 15 June 2022