



Alexkor is seeking to fill in the following positions for their Head Office in Woodmead, Johannesburg:

INTERNAL / EXTERNAL ADVERT

1 x FINANCE ADMINISTRATOR (5 year contract)

(Offer: R 350 000.00 TCTC per annum)

Minimum requirements required:

- Diploma in Accounting / Finance qualification
- 5 years' work experience in Finance Administration role
- SOC/SOE work experience an added advantage

Preferred requirements:

- BCom Finance /Accounting qualification
- 5 years' work experience in Finance Administration role
- SOC/SOE work experience an added advantage

Duties

- Prepare and submit monthly VAT and PAYE returns
- Preparing monthly reconciliations for creditors, payroll accounts, bank accounts and assets
- Maintaining intercompany account
- Preparing payment to suppliers, capture invoices on accounting system and load on the banking site for payment
- Raising invoices as required to the debtors
- Processing journal entries as and when required
- Liaise and resolve supplier queries
- Assist with ad-hoc finance department related queries
- Assist with internal and external auditors during the audit process
- Assisting HR Manager with ad-hoc payroll related queries and liaising with the payroll service providers
- Maintaining vendor documents such as BEE and Tax Clearance Certificate
- Monitoring cash flow on an ongoing basis
- Assist with supply chain management
- Assisting with the quarterly report

Competencies

- Ability to work under pressure
- Ability to multi-task
- Technical ability
- High level of professionalism

Interested candidates to submit their detailed CVs and copies of qualifications, and ID, any other supporting documents. **Email to patekam@alexkor.co.za**. Closing date is on or before **02 September 2018**.