

**CENTRAL GAUTENG ATHLETICS
FINANCIAL ADMINISTRATOR POST
JOB DESCRIPTION**

Position: Financial Administrator

Accountable/ reporting to: General Manager

JOB FUNCTIONS:

- Check all accounts received and prepare requisitions for payments - present to GM and Finance Com. chairperson
- Capturing of all financial transactions on Pastel program
- Prepare invoices to clubs and any other invoice required
- Follow up on outstanding payments together with licensing department (Race Levies and Temporary Licenses)
- Banking and Petty Cash management
- Procurement of Busses and other services for commissions and committees events
- Updating account payable and perform
- Ensuring that all statutory returns are submitted on due dates once they have been reconcile
- Assets valuation
- Handling financial inquiries and queries.
- Maintain historical financial records by filling documents

REQUIREMENTS:

- Matric Certificate a must
- Financial Management Qualification (NQF Level 6), any higher qualification will be an advantage
- Pastel program and accounting processes knowledge
- Computer literacy
- Knowledge on SARS submission processes
- Willing to work on weekend if necessary
- Knowledge of sports operations an advantage
- Should be able to work on deadline driven situation
- Attention to detail and ability to organise complex information neatly and accurately.
- Highly motivated with an ability to solve practical problems
- Reliable and flexible individual

Salary and benefit structures

- Salary: R 9 500 per month (gross monthly salary)
- A 50% employer contribution towards provident fund

NB: Please note that this is a one year renewable position based on performance on the above job description deliverables.

How to Apply

To apply for the above post please forward your C.V, covering letter and support documents (certified copies of your qualifications) to mandla@centralgautengathletics.co.za

Application closing date: 15 June 2023

Please note that if you are not contacted after 21 days of the closing date, consider your application unsuccessful. Central Gauteng Athletics reserve the right to withdraw the post should there be no suitable applicant.