



VACANCY AT WESSA

5 October 2017

FINANCE ADMINISTRATOR BUSH PIGS ENVIRONMENTAL CENTRE - MODIMOLLE, LIMPOPO LIMITED DURATION CONTRACT – 1 YEAR

We are currently interviewing for a competent Finance Administrator to provide sound financial management and administration for the Bush Pigs Environmental Centre. This beautiful education centre is based in the foothills of the Waterberg near Modimolle in Limpopo.

KEY PERFORMANCE AREAS INCLUDE:

- Ensuring that sound financial administration processes are completed according to required procedures. Invoice requests are prepared, accounts payable, accounts receivable, petty cash, banking transactions and record keeping.
- Maintain up-to-date and accurate financial records for Bush Pigs and funded project financial activities.
- Carry out all requisite financial and legal administration for the Centre.
- Budget preparation and management account review with the Centre Manager, CFO and GM when required.
- Meeting deadlines and maintaining good channels of communication and good professional relationships with 3rd parties and internally, with all finance staff.

MINIMUM QUALIFICATION AND EXPERIENCE REQUIRED FOR THIS POSITION:

- Relevant tertiary financial qualification, with minimum 5 years' experience in a similar field.
- Excellent computer skills with Computerised accounting, with advanced Excel and Word
- Good interpersonal and team skills
- Driver's license and own car to travel daily to the Centre is essential

SALARY:

To be discussed.

REPORTING TO:

This position reports to the Bush Pigs Centre Manager.

PLEASE NOTE:

WESSA is committed to equality, employment equity, and diversity. In accordance with the employment equity plan of WESSA and its employment equity goals and targets, preference may be given, but is not limited, to candidates from under-represented designated groups. WESSA reserves the right not to make an appointment to the posts as advertised. Candidates with disabilities are encouraged to apply for positions.

PLEASE FORWARD YOUR APPLICATION TO:

Sarah Alcock, Human Resources Manager, via email to sarah@wessa.co.za

CLOSING DATE OF APPLICATIONS:

Friday 20th October 2017 at 4pm