

Job Specification

Job Title	Finance Administrative Assistant
Category	Permanent Position
Division	Finance
Reporting To	Chief Financial Officer
Job Level	Paterson Grade B3
Job Purpose Statement	To provide administrative support services in order to ensure effective, efficient and accurate financial and administrative operations.
Key Performance Areas	<p>Effective Office Administration</p> <ul style="list-style-type: none"> ● Co-ordinating and preparing documents, reports, memos, letters and presentations on behalf of the CFO as and when required. ● Conduct research as required by the CFO and provide relevant reports for decision making purposes. ● Monitor all Board, ARC and EXCO resolutions/action items to ensure follow-up and timeous implementation. ● Timeous receipt and distribution of Supplier invoices to User Departments (as a backup when the Finance Intern is not available). ● Update various trackers by Finance to monitor progress. ● Implement and improve filing system to ensure meticulous file storage and retrieval. ● Manage and co-ordinate incoming and outgoing correspondence in the CFO's office and Finance Department with other divisions within DPC. ● Track and facilitate responses and correspondence with Provincial Treasury, National Treasury, EDTEA, DTI and other stakeholders. ● Review and compute disbursement schedules (either internal or external). ● Provide comprehensive administration and support to all members of the finance team, irrespective of location. ● Arrange travel and accommodation, as and when necessary. ● Maintain various control procedures within the finance department. ● Maintaining departmental stationery controls and stationery records.

**Qualifications,
Experience,
Knowledge,
Skills and
Competencies
Required**

Co-ordinate meetings and workshops

- Facilitate and schedule meetings, Finance trainings and workshops/presentations and provide refreshments where necessary.
- Prepare packs for all types of meetings (including department meetings). This includes attendance registers, agenda's, etc.
- Taking minutes of various departmental and external meetings: follow-up on outstanding issues and prepare workplans to ensure the Finance teams maintains deadlines for specific deliverables.

General Administration

- Arrange finance events, as required.
- Ensure smooth running of the finance work area and address any office administration issues.
- Collection of subscription and other funds due by the Finance team.

- Matric is essential
- Office management / administration qualification, or similar
- 3 to 5 years' experience in an administrative role, or similar
- Extensive experience in MS Office packages
- Proficient in formatting documents, especially Word documents
- Experience in meticulous and accurate filing
- Sound application of English grammar
- Experience in minute taking
- Experience in working with Senior Management
- Project management experience will be advantageous
- Excellent verbal and written communication skills in English
- Highest level of integrity and confidentiality
- Excellent planning and organizing skills
- Must be able to apply good judgment and discretion when evaluating potential or actual incidents and advising on an appropriate response
- Ability to demonstrate accountability and ownership of duties
- High levels of energy
- Strong work ethic

Opening Date

25 August 2019

Closing Date

8 September 2019

Employment Equity

Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

Recruitment and Selection Process

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1st Round Panel Interview;
- Psychometric Assessment/s; and
- Verification Checks.

Verification Checks

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen; and
- Positive verification of current remuneration package.

Remuneration and Benefits

R183,460 – R256,845 Annual Basic Salary.

R506-15 Medical Aid Allowance per month.

Company Contribution to Provident Fund and Approved Group Risk Benefit.

Non-guaranteed performance bonus.

20 Working days leave per annum.

Application Forwarding Details

HR@dubetradeport.co.za