



St Joseph's Theological Institute (RF) NPC

(Company number 2003/009125/08. PBO number 930007111)

Registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997 (Registration Certificate number 2003/HE08/003).



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MEMO

Dear All,

Please be notified of the post below. If interested, please submit your CV and certified documents to hr@sjti.ac.za on or before Friday, 09 June 2023.

POSITION

Finance Administration Assistant

DUTIES AND RESPONSIBILITIES

The Finance Administration Assistant will be responsible to:

- complete data entry, collect transactions, track debits and maintain and monitor financial records.
- oversee client (students, etc.) accounts, creating invoices to send out, as well as following up with on any necessary paperwork.
- pay invoices, pay creditors, process approved expense claims; complete payroll, file tax returns and maintain office supplies.
- Maintain records of all financial transactions, documents, and supplier information.
- enter data into spreadsheets and bookkeeping software, compile reports, gather and organize bank statements, highlight discrepancies in Institute records and research possible reasons for errors or differences in expected versus actual account balances.
- be in charge of basic administrative duties.
- fulfil reasonable requests from management that fall within the ambit of financial administration.

REQUIREMENT AND SKILLS

- Work experience as a Finance Assistant, Finance Officer or similar role
- Good knowledge of accounting and bookkeeping procedures
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Familiarity with accounting software (e.g. Sage)
- Organizational and time-management skills
- Attention to detail, with an ability to spot numerical errors
- Confidentiality concerning information processed in the Finance Office

Ms Xolile Mbili

HR Manager