



### FINANCIAL ASSISTANT

We are seeking a highly organised and detail-oriented financial assistant to join the SACNASP finance team, reporting to the Accountant. Knowledge of general accounting and bookkeeping practices, as well as a strong work ethic are required.

#### **Tasks will include:**

- Accurate and professional attendance to e-mail and telephonic queries from stakeholders
- Update and maintain customer master records on Pastel and Registrations database
- Distribute invoices and statements
- Debt collection of outstanding fees
- Submit progress reports to the Accountant and Finance manager monthly/weekly
- Assist in preparation and collating of information for audits as required
- Review accuracy and completeness of debtor customer requests and supporting documents
- Assist in clearing bank deposits as well as unallocated deposits
- Data capturing
- Provide administrative support to Finance and Marketing departments

#### **The Suitable incumbent will have:**

- Grade 12 with mathematics and accounting as subjects, however a tertiary qualification or diploma in Finance or related field would be a recommendation.
- A minimum of 5 years' experience in finance/bookkeeping environment
- Experience in either PASTEL or SAGE300 is a requirement
- Computer literate in MS Word, Advanced Excel, Outlook and Internet
- High level analytical and control skills and abilities
- Excellent customer service.

Salary: R R175 000-R300 000 (All Inclusive)

Job Type: Permanent

Commencement: ASAP

To apply, forward your C.V. [sabraham@sacnasp.org.za](mailto:sabraham@sacnasp.org.za) on or before 11 March 2022

***These positions will comply with Employment Equity principles.  
SACNASP reserves the right not to make an appointment***