

POSITION: FINANCIAL ADMINISTRATOR

(Western Cape, Cape Town)



JOB DESCRIPTION

- Tenders & Proposals: Identify and evaluate tenders/RFPs/RFIs, compile responses, and track success rates.
- Project Management & Billing: Register projects, update and maintain billing forecasts, issue invoices and project statements, manage debtors and collections.
- ISO Compliance: Ensure adherence to ISO processes, conduct audits, and report compliance.
- Petty Cash: Record, allocate, and reconcile monthly expenses.
- General Administration: Manage financial records, personnel files, office supplies, and assist the Financial/Branch Manager as needed

QUALIFICATIONS, EXPERIENCE

- Accounting / Bookkeeping Diploma
- Minimum three (3) years previous experience
- Skills:
 - Accounting / Project management software (have worked on before)
 - Proman (Optional)
 - Accounting / Bookkeeping
 - Proficient in MS Outlook / Excel / Word
 - Punctual / Good time management
 - Diplomatic / Good communication
 - Detail orientated, organized and accurate
 - Teamwork / Good interpersonal skills
 - Problem solving
 - Conflict resolution
 - ISO requirements and audits

SALARY

- Market related

BENEFITS

- Pension
- Group Life
- Package Structuring

APPLICATION

Forward CV to lornar@spoormaker-cape.co.za