



## Finance Administrator

**Location:** Zithulele, Mqanduli Eastern Cape

**Start date:** Immediately

**Salary range:** R 14 000- 17 000 Total Cost to Company

**Reporting to:** Finance Manager

**Application closing date:** 26 May 2022



We are a rural education focused NGO with over a decade of experience working both in and alongside schools in the Eastern Cape to raise student achievement. Our dedicated team of 100+ education advocates serves 3500 children in Grades R-12, in over 30 schools spread across two districts and based in two villages. We are seeking a dynamic and passionate Finance Administrator to join our team in Zithulele, Mqanduli.

The Financial administrator will work to ensure Axiom's accounts and records are up to date and accurate and that the organization is financially compliant. He/she will support the Financial Manager in tracking money spent and managing the budget as outlined. if you have passion and enthusiasm for community development and improving rural education the you are encouraged to apply to join our exciting team

### Key responsibilities:

- Perform all Bookkeeping tasks for the organization – capture and process all transactions in the accounting system on a daily basis
- Verify, upload and process all Axiom related payments in accordance with policy and procedure
- Perform bank and account reconciliations on a monthly basis
  - Manage the petty cash box as well as support others working with petty cash
- Verify and process payroll
- Support the financial manager with the implementation, review and monitoring of the budget on a monthly basis
- Perform necessary actions including gathering, reviewing and preparing supporting documents for audits
- Perform all financial administrative support as required
- Prepare VAT returns on a monthly basis
- Prepare EMP201 and EMP501 for review by Financial Manager



- Monthly/quarterly reporting to team programme leads to support their budget management
- Support all policies and procedures
- Assist the Financial manager to review, develop and implement strong financial policies and procedures to ensure effective systems and company compliance
- Assist in financial training sessions given to the team or stakeholder

**The Requirements for this role are:**

- A degree or diploma in finance/bookkeeping
- At least 1-2 years' relevant work experience as Finance Administrator ideally in a community based organization
- Strong written and communication skills
- Strong computer skills (Word, Excel, PowerPoint)
- Fluency in English and isiXhosa desirable
- Driver's license is desirable or would be advantageous.

**Behavioral Competencies**

- Integrity and honesty, able to maintain strict confidentiality
- A passion for education/ development in rural communities
- Highly organized and resourceful
- High attention to detail, especially numerical
- Positivity and enthusiasm
- Good team player
- Good problem solver
- Proactive
- A strong ability to multitask
- Flexible and adaptable with a drive to do whatever it takes to get the job done

**How to Apply:** please complete the following pre-application form at this link below and attached required documents.

<https://forms.gle/XnUsPufL3BbvEpsV9>

**For your application to be considered, please ensure that your application includes the following:**

- CV (with references), motivation letter and copy of your ID
- **Please include the TITLE** of the position you are applying for

Application closes on **26 May 2022**. We will only be contacting shortlisted candidates. If you have not heard from us within one month please consider your application unsuccessful.

**Please email your CV and required documents to [careers@axiumeducation.org](mailto:careers@axiumeducation.org)**