



## FINANCIAL ADMINISTRATOR B2 – B5

As part of the S189 Restructure process, the above vacancy has become available.

### **Responsibilities:**

- Perform banking functions weekly
- Maintain listing of all cash floats held by departmental PA's and Advertising Cashiers
- Collect, balance and bank cash revenue received from cashier's daily cash revenue received as prescribed in the policy and procedure manual, Monitoring and solve all cash related queries at front cashiers' systems daily.
- Allocate cash revenue to correct account and send cash to the bank.
- Administer staff petty cash claims, check for correct authorisation signatures and supporting documents before pay the staff member, responsible for any petty cash claims enquiries and queries for travelling expenses.
- Complete Petty Cash recon on a weekly basis
- Conducting risk assessment related to cash fraud matters with the cashiers.
- Process IT requisitions
- Assist in Admin overheads allocations and variance analysis
- Process admin overheads journals and invoicing.
- Perform monthly GL allocated recons
- Maintains historical records by filing documents digitally timeously.
- Assist in intercompany recons.
- Assist in audit queries as per auditors requests
- Process Banner News and APF Parkade journals, invoices and recons
- Complete financial and administration ad hoc tasks as per the Group Financial Accountant.
- Complete monthly Barter register and recons for all regions - Cape Town, Gauteng, KZN
- Ensure completeness on the Trade exchange agreement for all regions - Cape Town, Gauteng, KZN
- Ensure that all invoice requests and purchase orders related to the trade exchange are processed correctly.
- Monitor barter adverts on IAR (zero rated)
- Ensure that adverts barter agreement matches to IAR
- Process monthly usage journals
- Attend to all barter queries
- Ensure events costs are recorded and approved as per P & L

### **Minimum Requirements**

- National diploma in Finance or Marketing
- 5 years' relevant experience in Finance administration
- Strong understanding of Finance and Marketing
- Computer literacy – MS Office

### **Required Competencies**

- Must have the ability to think creatively.
- Be a self - starter that shows initiative and ability to work independently.
- Be extremely motivated and driven to work in a highly pressurised fast pace environment.
- Be highly flexible working long, irregular hours nightshift, weekends and public holidays
- Be prepared to travel long distances across the province and country.
- The ability to work under constant deadlines pressure

**Independent Newspapers is committed to its Employment Equity and Affirmative Action plans.**

All interested and suitably qualified applicants must submit a completed application form no later than 12h00 noon on **Wednesday, 06<sup>th</sup> November 2024** to Human Resources at: [vacanciescape@corporateservice.co.za](mailto:vacanciescape@corporateservice.co.za)