VACANCY: FINANCE ADMINISTRATOR / BOOKKEEPER

Position	**:** Finance Administrator / Bookkeeper
Employment Type	**:** Full-Time
Experience	**:** 3–5 Years
Qualification	**:** Diploma in Finance Management, Accounting, Bookkeeping or related field
Department	**:** Finance Department
Reports To	**:** Management / Finance Manager
Enquiries	**:** Human Resources – **Attention: Ms Roshta Kubayi**
Closing Date	**: 30 September 2026**

ABOUT THE POSITION

We are looking for a suitably qualified, organised and detail-oriented **Finance Administrator / Bookkeeper** to join our team. The successful candidate will be responsible for the day-to-day financial administration and bookkeeping functions of the company, while providing accurate and timely financial information to management. As the company operates within a **tendering and contract-driven environment**, the incumbent will also be required to maintain financial records and documentation relating to tenders, quotations, contracts, suppliers, project costs and compliance requirements. The ideal candidate must be trustworthy, numerate, highly organised, able to work under pressure and maintain strict confidentiality when dealing with financial and company information.

MINIMUM REQUIREMENTS

- Diploma in Finance Management, Accounting, Bookkeeping or a related financial qualification.
- **3–5 years' relevant work experience** in finance administration/bookkeeping.
- Practical experience with bookkeeping and financial administration.
- Good knowledge of accounting principles and financial procedures.
- Computer literate, with strong **Microsoft Excel** skills.
- Experience with accounting/bookkeeping software will be advantageous.
- Knowledge of VAT, PAYE and other statutory financial requirements will be advantageous.
- Experience in a **tendering, construction, procurement, consulting or contract-based environment** will be highly advantageous.
- Strong administrative and organisational skills.
- Excellent attention to detail and accuracy.
- Ability to maintain confidentiality and handle sensitive financial information.
- Good written and verbal communication skills.
- Ability to meet deadlines and work under pressure.
- A valid driver's licence will be advantageous.

KEY DUTIES AND RESPONSIBILITIES

1. General Bookkeeping
2. Bank Reconciliations and Financial Records
3. Tender Administration and Financial Support
4. Project and Contract Financial Administration
5. Procurement and Supplier Administration
6. Payroll Administration Support
7. VAT, Tax and Statutory Compliance Support
8. Financial Reporting
9. Audit and Compliance Administration
10. General Finance Administration

KEY COMPETENCIES

The successful candidate should demonstrate:

- Accuracy and attention to detail.
- Financial integrity and honesty.
- Strong organisational skills.
- Analytical and numerical ability.
- Good time management.
- Problem-solving ability.
- Ability to work independently.
- Ability to work as part of a team.
- Ability to meet tight tender and financial deadlines.
- Good communication and interpersonal skills.
- Strong Microsoft Excel skills.
- High level of confidentiality and professionalism.
- Ability to prioritise multiple tasks.
- Proactive approach to identifying financial discrepancies and risks.

If you are an organised, financially astute and detail-oriented professional who thrives in a deadline-driven environment, we would like to hear from you.

APPLICATIONS

Interested candidates who meet the above requirements are invited to submit their CV and relevant supporting documents to the **Human Resources Department, Attention: Ms Roshta Kubayi**.

Please note: Only candidates who meet the minimum requirements will be considered. Correspondence will be entered into with shortlisted candidates only.

Closing Date : 20 September 2026

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