FINANCE AND PROJECTS ADMINISTRATOR
JOHANNESBURG

FEDUSA the second largest Trade Union Federation in South Africa needs the services of an ethical, highly motivated individual as a Finance and Projects Administrator.

CENTRE: FEDUSA House, Roodepoort, Johannesburg

SALARY: BM

DUTIES AND RESPONSIBILITIES

- Assist with financial, projects and administration
- Assist with incoming statements and reconciliations
- Assist with compiling and presenting reports, budgets, and cash flow
- Assist with asset registers and stock control
- Assist with auditing requirements and regulations

EDUCATION AND EXPERIENCE

- Post Grade 12 qualification in Finance (Diploma) (preferably undergraduate / bachelor's degree)
- Financial administration and project coordination

SKILLS

- Good verbal, written and communication skills ;
- Good knowledge of accounting software and MS Office
- The ability to multitask and maintain a high quality of work;
- Ability to take initiative and to work as part of a team;

QUALITIES

- Integrity;
- Ethical;
- Reliable;

- Tactful;
- Team player;
- Excellent time-management;
- Passionate;
- Assertive;
- Honest;
- Trustworthy;
- Hard-working.

Applicants must please submit :

1) **A letter of application ;**
2) **An up-to-date CV, indicating the position they are interested in via email to admin@fedusa.org.za, for the attention of Mr. Ashley Benjamin, FEDUSA Deputy General Secretary, before the closing date.**

Please note that if you have not heard from us within 1 month of applying for the position, your application has been unsuccessful.

By submitting an application for employment, the Job Applicant irrevocably, unconditionally and voluntarily consents, but not limited to the employment processes, to the collection and processing of personal information in relation to discharging the obligations and functions in the filling of the vacancy.

FEDUSA IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

(Date posted: 19/07/2022)

Closing date for applications : 29 JULY 2022 on or before 18H00