

**FINANCE ADMINISTRATOR (TEMPORARY-SIX MONTH RENEWABLE)**  
**REPORTING TO: CHIEF FINANCIAL OFFICER**  
**BASED IN: CAPE TOWN**  
**SALARY LEVEL: R424 104,00 (TOTAL COST TO COMPANY PER ANNUM)**

The Financial and Fiscal Commission is a constitutional institution mandated by the Constitution of the Republic of South Africa, 1996. The FFC makes recommendations to the three spheres of Government on financial and fiscal matters.

The Commission requires the services of a **FINANCE ADMINISTRATOR** for its Finance Division.

The primary purpose of the job is to provide effective and efficient administrative and finance-related support to the CFO to enhance office effectiveness.

To assist the CFO in implementing operations within the Finance Division.

To assist the FFC in discharging its responsibility to comply with applicable compliance obligations through the provision of administrative and finance-related support and assistance

#### MINIMUM REQUIREMENTS

- Degree in Accounting or relevant field.

#### EXPERIENCE

- Proven track record of providing effective finance-related and administrative support.
- Strong financial planning and analytical skills.
- Excellent communication and interpersonal skills
- Knowledge of finance principles and accounting procedures
- Ability to work independently and as a team
- Excellent interpersonal and problem resolving skills.
- Computer literate

#### COMPETENCIES

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- Excellent interpersonal and problem resolving skills.
- Computer literate
- Microsoft

#### PERFORMANCE AREAS

##### ■ PROVIDE SOUND ADMINISTRATIVE SUPPORT

- Provide effective and efficient administrative support to the CFO.
- Assist with collating and compiling financial information for input onto the Finance Divisional report.
- Develop and maintain an institutional repository of all Finance-related governance documents, templates and forms.
- Review and maintain the asset register.
- Ensure that all petty cash vouchers are correctly filed.
- Quality control documents, editing and formatting of CFO's documents, as required.
- Effective planning and coordinating of all finance travel arrangements as authorised through the requisition process.

##### ■ PROVIDE EFFECTIVE AND EFFICIENT FINANCE-RELATED SUPPORT

- Provide effective and efficient finance-related support to the CFO at all times.
- Assist to check the accuracy of financial transactions.
- Conduct proper risks analysis and identify triggering factors towards potential risks within the Finance Division.
- Provide assistance in the review of existing governance documents, including standard operating procedures and policies.
- Ability to analyse financial statements.

##### ■ RECORD MANAGEMENT

- Develop a functional record keeping system for all documents within the Finance Division.
- Ensure that the contracts register is updated and maintained.
- Manage the Finance data and documents, including record keeping, filing, and archiving.
- Digitise all Finance related documents as directed.
- Establish and maintain an accurate and updated filing / document management system for Finance.
- Record all assets in the assets register, existing, new additions and also the disposed assets.
- When assets are delivered, ensure tags are allocated to the assets and forward them to the relevant users/ department for recording. The financial administrator will record the assets in the asset register.
- Ensure assets are identified for scrapping or being disposed of through physical asset verification.

##### GOVERNANCE AND COMPLIANCE

- Ensure the promotion and practice of good corporate governance.
- Ensure that the FFC operations support the attainment of its strategic objectives.
- Ensure that the Finance Division complies with all relevant laws and regulations.
- Assist and support the implementation of policies to ensure compliance.

If you wish to apply, please e-mail [applications@impacthr.co.za](mailto:applications@impacthr.co.za)  
 Applications must be accompanied by a curriculum vitae containing two contactable references, certified copies of qualifications and certified copy of identity document. Please take note that qualifications and citizenship checks will be conducted on short-listed/recommended candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback within 1 (one) month of the closing date, please regard your application as unsuccessful. FFC aims to meet its equity objectives and is committed to the promotion of a representative workforce in terms of the relevant legislation. Preference will be given to previously disadvantaged persons; and people living with disabilities to achieve the objectives of employment equity.

**Closing date for application: 26 November 2025**  
**No late applications will be accepted.**