

**FINANCE ADMINISTRATOR
2 YEAR CONTRACT
SALARY: MARKET RELATED**

KZN Growth Fund is a private equity and private debt Fund based in Durban reporting to the KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs (EDTEA). The Fund seeks to appoint an experienced and suitably qualified Finance Administrator.

Reporting to the Financial Accountant, the successful candidate will be responsible for ensuring compliance is adhered to, risk is monitoring and managed and legal matters are addressed administered. The role requires an individual that is driven by their commitment to contribute to private sector development, broad-based black economic empowerment and improving the lives of youth in KwaZulu-Natal by executing developmental, and investments for the EDTEA department.

Key performance areas:

- Reconcile and prepare payments for all monthly creditors and once off payments. Process invoices, owners' expenses and the payments thereof;
- Responsible for all suppliers input in Pastel / Sage Financials including the loading of new creditors; Making calls for outstanding invoices and credit notes;
- Payment queries;
- Check and collate all suppliers' invoices meeting audit and vat requirements;
- Capture payment entries and allocate the transactions;
- Do a cross company check for debit balances;
- Ensure no long outstanding items and that debit balances are recovered;
- Prepare documentation for monthly debit orders;
- Processing cash book and bank recon;
- Perform Administration duties allocated in the Finance Department; Any other ad hoc duties allocated by Finance Manager and CFO.

The following minimum requirements must be met to be considered for this position:

- Three-year Diploma in Bookkeeping or Accounting.
- Pastel Accounting an experience will be an added advantage.
- Computer literate.
- Attention to detail.
- Systematic, consistent and efficient.
- Deadline driven and ability to handle pressure.
- Ability to work in a team environment.



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Trustees: Mr SS. Buthelezi (Chairperson) - Adv KP. Thango - Ms B. Zulu – Mr A. Dhuki – Mr SZ. Hlophe
Ex officio: Mr Kaya Ngqaka (Acting CEO)

Registration No. IT1437/2007(PMB)

- Problem solving ability.

KZN GROWTH FUND TRUST EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT.

Female candidates are strongly encouraged to apply.

Correspondence will be limited to short-listed candidates. Late applications will not be considered. Email users are requested to set the delivery option on both “return receipt” and “confirm delivery”. If you have not been contacted within 30 days of the closing date of the advertisement, please accept that your application has been unsuccessful.

Interested applicants should forward a motivation letter of how each of the entry requirements are met, a detailed CV, certified copies of qualifications and ID document to:

Precious@kzngf.co.za

CLOSING DATE: 31 MARCH 2022