



## **EMPLOYMENT JOB SPECIFICATION: FINANCIAL BUSINESS ADMINISTRATOR**

CLERMONT LODGE: 2339 P Tshabalala Avenue, Clermont - Durban

### **1. Requirements**

- Tertiary Qualification preferably in the Accounting/Auditing field (Diploma or Degree)
- Advanced Computer literacy
- A valid driver's licence
- Nguni (Zulu, Xhosa, Ndebele etc.) speaking and English
- Be willing to travel between Johannesburg and Durban
- Preference would be given to candidates within the Clermont Area and Surroundings

### **2. Job key attributes**

- Good back ground in finances and accounting
- Auditing
- Stock control
- Computer & Information technology
- General Administration

### **3. Duties:**

#### **3.1 General duties of a financial business administrator**

- In charge of all the company's financials
- Monitors all invoices and quotes made
- Does auditing over all Tiddat branches and departments which involves travelling to Johannesburg constantly every month
- Check stocktaking figures from various managers to ensure there is no theft or loss of stock relating to money. In return bring better saving measures
- Check money deposits for the business if they match to the statement or deposit slips.
- Sort out SARS issues and tax issues to all employees
- Liaise with other Accounting firms that company uses in relation to finances.
- Checks and updates the finances folder (cash flow, expenditure, deposits and bank statement).
- Checks the expenditure slips and match to the income statement.
- Create systems for finances to automatically create income statements etc.
- Verifies all bank statements and speedpoints
- Overlooks all financial issues including booking for guests, monthly budgets for kitchen or beverage, maintenance, construction, petty cash, usage of budgets for guest house managers etc.
- Monitors and reports all money in and out of the company
- Ensures deduction of money to employees / guests that need to be deducted
- Does general administration for the business
- Undertake any other duties as may be required from time to time.  
Available 24hrs on standby