

## WE'RE HIRING

# FINANCE ADMINISTRATOR



### About Groups R Us

Groups R Us, a well-established Financial Services Provider (FSP) specialising in credit, funeral insurance, and group benefits, has a strong presence in key locations across South Africa. Our Head Office and Call Centre are located in Port Elizabeth.

Groups R Us sets itself apart in the financial services sector through consistent growth and notable industry influence. This success is driven by our skilled and dedicated team, who are the cornerstone of our ongoing achievements.

### The Role

We are seeking a highly organised and proactive Finance Administrator in **Pretoria (hybrid position)**, who will also act as a Personal Assistant, providing administrative support to senior management. This dual role requires someone with a strong background in financial administration, excellent attention to detail, and the ability to manage multiple tasks in a fast-paced environment. The ideal candidate will be a skilled communicator, highly adaptable, and capable of maintaining discretion while handling confidential information.

## ► Key Responsibilities

### Finance Administration:

- **Payment Processes:** Follow up on unpaid invoices to ensure timely collections.
- **Reconciliations and Excel Management:** Perform reconciliations to maintain accurate financial records and complete Excel spreadsheets for various processes, ensuring they are ready for review.
- **Expense Management:** Manage employee expense claims, ensuring compliance with company policies and accurate processing.
- **Record Keeping:** Maintain precise financial records and documents in line with company policies and accounting standards.

### Personal Assistant Duties:

- **Diary Management:** Manage the executive's schedule, organising meetings, appointments, and events, while resolving scheduling conflicts.
- **Travel Arrangements:** Coordinate travel bookings, including flights, accommodation, and itineraries.
- **Document Preparation:** Prepare, format, and proofread correspondence, reports, presentations, and other documents as required.
- **Communication Management:** Manage incoming calls, emails, and correspondence for the executive, prioritising responses and flagging urgent matters.
- **Office Administration:** Provide general administrative support, including maintaining office supplies, managing records, and handling day-to-day operations.
- **Meeting Coordination:** Arrange and coordinate internal and external meetings, ensuring all materials are prepared and distributed in advance.
- **Confidentiality:** Handle sensitive and confidential information with professionalism and discretion.

## ► Key Requirements

### • Education & Experience:

- A degree or qualification in Finance, Accounting, Business Administration, or a related field (preferred).
- Proven experience in a finance-related administrative role, including basic bookkeeping and financial reporting.
- Previous experience as a Personal Assistant or Executive Assistant is highly desirable.

### • Skills & Competencies:

- Strong understanding of financial processes, including invoicing, reconciliations, and financial reporting.
- Excellent organisational skills with the ability to prioritise tasks and manage multiple deadlines.
- Exceptional attention to detail, especially when handling financial data.
- Strong communication skills, both written and verbal.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook).
- Ability to maintain confidentiality and handle sensitive information with discretion.
- A proactive and adaptable attitude, with the ability to work independently and collaboratively.

### • Personal Attributes:

- Strong problem-solving skills and the ability to think on your feet.
- Professional demeanour and exceptional interpersonal skills.
- Ability to remain calm under pressure and manage competing priorities effectively.

## How to apply:

Click on the link provided to complete the [Google form](#) and upload supporting documentation. If you do not receive a response in 3 weeks, please assume your application has been unsuccessful.

**Application Deadline: 28 February 2025**

