



Job Advert

Finance Project Administrator Permanent

The Finance Project Administrator is required to follow and maintain systems and processes which allow for accurate reconciliation of all relevant financial information. The position also assists in maintaining effective internal controls and systems, as well as training employees on systems and processes to ensure accurate reporting and effective cost control.

Dimension	Job Requirements
Thinking Ability	<ul style="list-style-type: none">▪ Ability to anticipate future circumstances, conditions and requests and to use these scenarios to plan for the future▪ Ability to correctly communicate detailed information to others▪ Ability to solve problems with flexibility and innovation▪ Demonstrates the ability to think ahead and take initiative▪ Ability to accurately pay attention to detail▪ Persistent in maintaining effective systems and process activities
Academic Qualifications and Background	<ul style="list-style-type: none">▪ Grade 12▪ Diploma or equivalent in Finance and Bookkeeping
Work Experience	<ul style="list-style-type: none">▪ Three to Five years of previous experience in a similar environment
Job technical Skills	<ul style="list-style-type: none">▪ Proficient in the application of financial good practice▪ Proficient user of Reservation Software packages▪ Proficient user of Microsoft Office software applications
Personal Qualities	<ul style="list-style-type: none">▪ High degree of confidentiality and protection of sensitive information▪ Displays a sense of urgency and dedication to meeting the needs of others▪ Persistent in establishing effective systems, controls and activities▪ Demonstrates exceptional levels of integrity▪ Ability to work independently within the scope of work, without receiving detailed instructions▪ Presents impeccable grooming and deportment▪ Emotionally stable, even tempered and calm when faced with challenges▪ Maintains positive outlook in most challenging situations and circumstances▪ Operates comfortably in an environment with high levels of ambiguity▪ Ability to establish strong relationships with people from different backgrounds▪ Does not make judgement about people based on their views, preferences, habits and behaviours
Business Values	<ul style="list-style-type: none">▪ Embraces, supports and models organisational values and culture

Sanbona shall apply the employment equity principles as set out in the Employment Equity policy and Plan.

*Interested applicants should submit a comprehensive Resume/ CV with all supporting documents to careers@sanbona.com by no later than **15 September 2023**.*

CONSENT TO PROCESS YOUR INFORMATION:

By sending us your application, Curriculum Vitae, academic records, qualifications, or any other personal information as defined by POPIA:

1. You have disclosed up to date and accurate records; and
2. You agree to us keeping your records in our data base as per our Retention Policy.

Declaration:

By agreeing to the terms herein, you give Sanbona the authority to process your personal information. This consent will remain valid until such time as we have received instructions from you to request, subject to any applicable law and where appropriate, the correction, updating or deletion of your personal information held by us. You further acknowledge and declare that all personal information supplied to Sanbona is accurate, up to date, not misleading and complete in all respects