



The National Union of Mineworkers with its Head Office in Johannesburg is looking to appoint suitably qualified candidates for the following positions:

#### INTERNAL/EXTERNAL CANDIDATES

**03 MARCH 2021**

**FINANCE ADMINISTRATOR: CARLETONVILLE REGION X1  
MATLOSANA REGION X1  
HIGHVELD REGION X1  
FREE STATE REGION X1**

#### **REQUIREMENTS**

- Matric plus diploma or Completed course/Qualification in bookkeeping/Accounting
- Proven ability to communicate effectively in written and spoken English and other language/s
- Demonstrated administrative ability, showing accuracy, attention to detail, using discretion, and to work pro-actively
- Knowledge of Excel, Word and other MS Office working packages and accounting package
- General computer system knowledge is required
- Some experience with and understanding of business financial administration
- Good customer relations and impressive telephone etiquette
- Good understanding of trade union environment

#### **RESPONSIBILITIES/DUTIES**

- Payments Processing
- Preparing Payment Requisition forms as per NUM Policy & Procedures, for all payments made,
- Daily capturing of payments made by the region, on NUM's accounting software, presently Ability
- Load payments using EFT facility

#### **Reconciliation**

- Reconciling the region's cash book to the region's bank statement monthly,
- Cash Book
- Prepare monthly Cash Book on a spreadsheet (MS Excel),
- Monitor Budget
- Ensure all payments made are within the budget, as approved,
- Flag unbudgeted payments made by the region with the Finance Pillar,
- Submit requests for funds to Head Office as per NUM Policy & Procedures.

- Monitor region's bank account daily,
- Ensure there are sufficient funds in the region's bank account before payment is made,
- Filing

**Keep the following items on file;**

- a) Cash Book
- b) Bank Statements
- c) Bank Recon
- d) Supporting document copies
- e) Funds Requests
- f) Any other finance related documents

**Petty Cash**

- Manage region's petty cash as per NUM Policy & Procedures,
- Ensure petty cash is kept in a lockable safe & operated on an imprest system

**Consultation**

- Consult the Finance Pillar on any issues that are not clear.

**Basic Salary (R162 831.00- R291 979 per annum) plus benefits. Female applicants are encouraged to apply**

**CLOSING DATE: 17 MARCH 2021**

**All appointments will be subject to a process of security clearance and qualification verification.**

The National Union of Mineworkers is an equal opportunity employer and reserves the right not to make an appointment. In the filling of these posts, the Employment Equity Act, 1998 (Act No.55 of 1998) and the HR policies of the National Union of Mineworkers will be taken into consideration.

Applications must be accompanied by a detailed CV, a motivational letter and certified copies of qualifications and identity document. Should you not comply with this; your application will not be considered.

Please forward your applications for the attention by e-mail to:

Ms .N Ntlakana

Tel: (011) 377-2125

Recruitment01@num.org.za

**Correspondence will be limited to shortlisted candidates only. Should you not receive a response within 30 days after the closing date, please consider your application unsuccessful.**