1. JOB DETAILS

Job Title: Financial Administrator Incumbent: Reports to: Financial Accountant	Department: Finance Paterson Grade: C3

2. ROLE PURPOSE

The primary reason why this job exists:

Responsible for accurately recording and maintaining ACTOM Signalling's daily financial transactions in accordance with the company policy

3. KEY RESULT AREAS AND PERFORMANCE INDICATORS

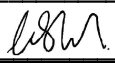| No	Key result areas	Key Performance Indicators
1	Accounts Receivable	**1. Debtor Statements:** • Generating and distributing detailed customer account statements. • Monitoring aging reports to ensure timely collections. **2. Intercompany Recharges Debit Memos:** • Preparing and reconciling intercompany recharge transactions. • Ensuring accuracy and timely processing of debit memos. **3. Processing Credit Notes** • Validating and issuing credit notes to ensure compliance with policies. • Updating records to reflect the credit adjustments. • Ensuring compliance with tax and regulatory requirements.
2	Inventory Control and WIP Administration	**1. Inventory Control – Adjustments, Modifications:** • Monitoring inventory transactions for accuracy and compliance. • Investigating and resolving discrepancies in stock levels. **2. Stock Take Administration – Capture and Reporting on Syspro and Compare to CARDEX:** • Coordinating stock count schedules and teams. • Reconciling Syspro and CARDEX data with physical counts.
3	Head Office submissions	**1. Debtors Age Analysis:** • Generating detailed reports of overdue accounts for follow-up. • Highlighting high-risk accounts to management. **2. Customer Reports:** • Customizing reports based on customer-specific needs and trends. • Analysing customer profitability and recommending improvements. **3. Export Report:** • Compiling and verifying export sales data for compliance. • Liaising with export departments to resolve discrepancies. **4. STATS - Monthly Reports**: • Ensuring accurate statistical submissions to relevant authorities. • Monitoring deadlines to avoid penalties. **5. BEE123 - Consolidation and Submission**: • Ensuring accurate data collection for BEE compliance submissions. • Providing detailed breakdowns for review and sign-off. **6. SARB – Quarterly Reports:** • Preparing reports for the South African Reserve Bank (SARB). • Maintaining records of all supporting data used in submissions. **7. Doubtful Debts – Quarterly Reports:** • Reviewing and updating provisions for doubtful debts. • Justifying adjustments to auditors or management.

		8. **VAT:** • Calculating and reconciling VAT payable or receivable. • Ensuring VAT returns are submitted on time. 9. **Cashflow Forecast:** • Updating cash flow projections based on actuals and anticipated transactions.
4	General Administration	1. **Fixed Asset Register Administration - Depreciation Calculation, Disposal:** • Tracking asset additions, disposals, and depreciation schedules. • Ensuring compliance with asset capitalization policies. 2. **Cashflow Forecast:** • Coordinating with other departments to refine weekly cash flow estimates. 3. **Processing Journals:** • Reviewing and correcting journal entries for accuracy. • Ensuring supporting documentation is attached to all journals. 4. **TB Finalization and GL Queries:** • Analysing trial balances for errors or discrepancies. • Resolving general ledger queries in coordination with relevant stakeholders. 5. **Year-End Audit:** • Preparing audit schedules and liaising with auditors. • Addressing audit queries promptly and accurately. 6. **Monthly Schedules:** • Preparing schedules for expenses, reconciliations, and provisions. 7. **Recoveries:** • Calculating and recording recoverable expenses. 8. **General Finance Queries and Ad Hoc Duties:** • Responding to finance-related inquiries promptly. • Supporting additional tasks as assigned by management.

4. AUTHORITY

Refer to "Authority Levels" Document.

5. QUALIFICATIONS AND EXPERIENCE

- **A tertiary financial diploma or Degree**
- **5 years job related experience in financial administration/bookkeeping**
- **Assertive personality, good people and communication skills.**
- **Ability to work under pressure and meet deadlines.**
- **Computer literacy essential, including use of Microsoft Word and Excel.**
- **Experience with the use of SYSPRO accounting package will be an advantage.**

Approved by (Manager): **William Slack**	Date: _____08 Jan 2025_____ Signature: _____
Accepted by incumbent (Financial administrator):	Date: _____ Signature: _____