



GRAIN SA GROUP OF ENTITIES

The Grain SA Group of Entities' mission is to ensure and grow a credible and sustainable voluntary and inclusive grain producer's organisation that drives the mandated strategic actions. By striving to build trust and relationships through respectful interaction, we create an enabling and caring environment for passionate, dedicated and knowledgeable individuals to grow and enjoy serving the organisation and influence the broader food chain.

The organisation would like to appoint a suitable, qualified person in the following position:

DATA & FINANCIAL CLERK (Pretoria)

The incumbent will be responsible for administrative and financial support to the Financial and Corporate Services Lead. Duties will include, but is not limited to:

- Processing of transactions for all the various cash books
- Compilation of bank reconciliations for all the various cash books
- Administration on all bank accounts, users support for the various banks
- Completion of all necessary forms (i.e., credit application, funding application, etc.) and supporting documentation applicable to various forms
- Compilation of claims summary regarding Management Committee of the Executive, the Executive and other applicable committees and handling of all queries from members regarding details applicable to the claims.
- Support to the accountant with regards to supporting documentation for BBBEE
- Processing and administration applicable to all projects
- Record keeping and filing.
- Maintaining administration with regards to our Service Providers
- Handling of queries and following up on matters
- Credit card administration and processing
- Processing of purchase orders and invoices
- Preparation and compilation of reconciliations and working papers
- Capture payments on the bank systems
- Reporting
- Assist auditors during the audit and during agreed upon procedures on various projects
- Processing up to Trial balance relating to two internal trusts
- Accounting and financial support during Nampo
- Ad-hoc task and procedures as and when required
- Ad-hoc IT administration support
- Data capturing on the Grain SA databases.
- Responsible for keeping the data clean and accurate on all databases
- Liaison with various departments on information, functions, and events
- Reporting and providing lists or details on various databases

Job Grade: Peromnes 10

Minimum Requirements for the Post:

- Financial Diploma and a minimum of 3 years relevant experience
- Computer literate in all MS Office programmes with Excel on intermediate level,
- Business Central and Microsoft Dynamics Navision will be a strong recommendation
- Strong numerical and accounting skills
- Fully Bilingual (Afrikaans and English written and spoken language)
- Valid Driver's Licence

Remuneration: The organisation will offer a competitive salary which can be structured to include a 13th cheque, pension fund and a medical aid, in exchange for the services of the successful candidate. All remuneration packages are calculated according to the "cost to company" method.

Candidates for this position will be recruited according to the Employment Equity policy for Grain SA.

Closing date: Please send a detailed CV indicating qualifications as well as experience and references not later than **20 November 2023** for attention: Coretha Usher: coretha@grainsa.co.za

All applications will be treated as confidential. If you have not been contacted within 14 days of the closing date of application, please consider your application as unsuccessful.