



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 producers' 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 organization would like to appoint a suitable, qualified person in the following position:

CORPORATE AND FINANCIAL SERVICES ASSISTANT– Pretoria

The Corporate and Financial Assistant's duties will include, but is not limited to the following:

1. Diary administration for the CFO

- Responsible for daily diary and calendar management which includes:
 - coordination at the beginning and end of the year to ensure smooth running of the department.
 - smooth running of the department on a daily basis by ensuring daily deadlines are met and all relevant documents are up to date.

2. E-mail administration

- Respond/reply and follow up on behalf of the CFO

3. Documentation administration and correspondence

- Completion of all necessary documents (i.e. vendor applications etc.)
- Filing and storing of all documents received (on cloud and hard copy file)
- Prepare documents for meetings.
- Assist with document administration (typing notes, agendas, letters)
- Create purchase orders for the Finance and Corporate Services department. Obtain approval and signatures from the CFO and submit to the creditors clerk for payment.

4. Reporting

- **Diarise all reporting timelines and deadlines with regards to:**
 - Financial reporting on various internal and external projects
 - Reporting dates to EXCO and the Board
 - SARS deadlines per category per entity, etc.
 - Basic financial calculations and working papers
 - Liaise, align and communicate with the Corporate and Finance team to ensure deadlines are met

5. Bank administration

- All bank administration for the various banks and various entities and users on banking platforms.

6. Meetings and workshops

- Scheduling of meetings for the CFO, booking of boardroom, catering arrangements and welcoming of guests

7. Travel arrangements and personal claims

- Travel and accommodation arrangements for Corporate and Finance team (flights, accommodation and car and shuttle rental)
- Travel claims administration

8. IT administration and support

- Assistance and administration with regards to IT, quotations etc.

9. Pool- and sponsored vehicles administration

- Manage diaries of pool- and sponsored vehicles at Pretoria office
- Kilometre management and maintenance service bookings
- arrange car washes for pool and sponsored vehicles

10. Ad-hoc task

- Ad-hoc assistance as and when required for the Finance and Corporate Services team
- Collection and delivery of documentation and ad-hoc purchases with the e-Wallet card, etc.
- Record keeping of the Corporate and Finance team's leave
- Taking minutes of team meetings

Minimum Requirements for the post:

- Senior Certificate (Grade 12), with Accounting as subject.
- 2 Years relevant experience
- Able to do basic financial calculations
- Pastel, NAV or similar financial system experience
- Computer literate in MS Word, Excel, Powerpoint and Microsoft Outlook on intermediate level;
- Good communication and interpersonal skills and able to work independently;
- Must be detail orientated
- Valid Code 8 Drivers licence;
- Own transport;
- Must be willing and able to work overtime, including weekends.
- Must be able and willing to travel and sleep out

Peromnes Level : P12

Remuneration: The organization will offer a competitive salary which can be structured to include a bonus savings plan, 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 as well as certified copies of ID and qualifications not later than 15 March 2024 for attention: Coretha Usher, Head of Human Resources : recruitment@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.