

## Position Description

**Position:** Finance Administrator  
**Department:** Finance  
**Reports to:** Finance Manager  
**Direct Reports:** -

### Position purpose:

The primary focus for the Finance Administrator is to provide support to the finance team relating to transactional duties, mainly focused on the Accounts Payable function. The Finance Administrator contributes as part of the finance team to ensure the timely completion of financial information to meet Group, Legal and Statutory reporting requirements, and timelines.

### Key responsibilities:

#### Transactional:

- Assist to fulfil all transactional duties relating to the Accounts Payable process -
  - Accurate capture of supplier invoices
  - Preparation of supplier payments
  - Cyclical review of Vendor terms
  - Reconciliation of supplier statements
  - Ensure tidy record keeping of all AP related documentation (manual and electronically).
- Ownership of the Visa card processes.
- Review, prepare and action payment for approved expense reimbursements.
- Update of foreign exchange rates in ERP system on a regular basis.
- Assist in bank reconciliation as allowed to ensure segregation of duties.
- Assist with weekly cashflow forecast for main currency bank accounts
- Reconciliation of balance sheet accounts related to accounts payable.
- Prepare and enter journals in ERP system as required.
- Assist in identifying and implementing systems and process improvements and automation.

#### General:

- Assist in executing the annual Group and Statutory audit process by providing information as required by interested parties.

### Other duties:

- Upholds the company values.
- Perform any other tasks as required by your Team Leader and/or the business.
- Contributes to the achievements of department goals and objectives.

### Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Maintaining a safe and clean working environment by complying with Enatel Policy and Procedures.
- Leads by example in all matters relating to Health & Safety.

### Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.



- Ensuring Environmental policies and processes are followed.

## Key Relationships:

Internal	External
<ul style="list-style-type: none"> <li>• Finance Team</li> </ul>	<ul style="list-style-type: none"> <li>• Auditors</li> </ul>
<ul style="list-style-type: none"> <li>• Performance and Analysis team</li> </ul>	<ul style="list-style-type: none"> <li>• Suppliers</li> </ul>
<ul style="list-style-type: none"> <li>• IT team</li> </ul>	

## Person Specification:

	Essential	Desirable
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• <b>Business Acumen</b> – Knows how businesses work. Is knowledgeable in current and possible future policies, practices, trends, technology and information affecting his/her business and organisation.</li> <li>• <b>Action oriented</b> - enjoys working hard and is full of energy for the things he/she sees as challenging.</li> <li>• <b>Motivating Others</b> – Creates a climate in which people want to do their best. Is someone people like working for and with.</li> <li>• <b>Customer Focus</b> – Is dedicated to meeting the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and gains their trust and respect.</li> <li>• <b>Organising and Planning</b> - uses resources effectively and efficiently. Accurately scopes out length and difficulty of tasks and projects. Sets objectives and goals.</li> <li>• <b>Process Management</b> – good at figuring out the processes necessary to get things done. Can simplify complex processes</li> <li>• <b>Integrity and Trust</b> – is seen as a direct, truthful individual; is widely trusted.</li> <li>• <b>Ethics &amp; Values</b> - Has an appropriate and effective set of core values and beliefs, and acts in line with those values at all times.</li> </ul>	
<b>Skills, Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Exceptional customer service skills.</li> <li>• Excellent written, verbal and listening communication skills.</li> <li>• Intermediate computer skills, including MS Excel.</li> <li>• Strong numeracy skills.</li> <li>• Strong attention to detail and a high level of accuracy.</li> <li>• Strong time management skills with the ability to prioritise workload effectively.</li> <li>• The ability to remain calm under pressure.</li> <li>• A high level of initiative and problem-solving skills.</li> <li>• Previous experience in a finance related role.</li> </ul>	<ul style="list-style-type: none"> <li>• Have excellent planning and organisational skills.</li> <li>• The ability to think outside the square.</li> <li>• Be IT savvy with strong Microsoft Office skills.</li> <li>• Previous experience in using an ERP system is desirable but not essential.</li> </ul>
<b>Qualification / Licenses</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>