

Position Description

Vacancy Title: **Finance Officer**

Location:

Reports To: **None**

Objective

Financial management support was delivered through accurate financial reporting, processing of transactions, and maintenance of compliance with financial procedures.

Outcomes

Organisational Stakeholders

1. Financial Processing

- Financial transactions were processed accurately and in line with established financial procedures
- Accounts payable and receivable activities were maintained to support timely payments and collections

2. Financial Reporting and Reconciliation

- Bank reconciliations were completed and monthly financial reports were prepared and submitted within required timelines
- Financial data was compiled and reported to support management decision-making

3. Records and Documentation

- Financial records and supporting documentation were maintained in an organised and auditable format
- Documentation standards were upheld to support audit and compliance requirements

4. Budget and Financial Analysis

- Budget monitoring activities were supported through accurate tracking and reporting of financial data
- Financial analysis was prepared to support operational and management requirements

5. Compliance and Governance

- Compliance with tax, statutory, and reporting obligations was maintained
- Financial activities were conducted in accordance with regulatory and organisational requirements

Responsibilities - Key Competencies

Competence	Description
Business	
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Problem Solving	Develop practical solutions to a situation.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.

Qualifications

Qualification	Discipline	Notes
Preferred		

Diploma

Accounting and Finance

Work Knowledge and Experience

At least 3 years' in a similar role.

Demonstrated experience in financial reporting, reconciliations, and transaction processing

Working knowledge of financial systems, procedures, and compliance requirements

Requirements

Professional Associations

Membership of appropriate Professional Institution

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Sales and Finance Team	
External		
	Regulators	
	Statutory Authorities	
	Clients	
	Banks	

Attributes

Behavioural Styles

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Concrete thinker	Focuses on the tangible experiences of actual things or events.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 09 Jun 2026