



Port Owen Marina Authority (NPC)

Reg # 1999/010199/08

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· E-mail: poma@poma.co.za

FINANCIAL AND OFFICE ADMINISTRATOR

Applications are invited for the above position with Port Owen Marina Authority. This position requires a multifaceted individual with a sound work ethic and good communicational skills. The incumbent will be responsible for all financial and administration functions of the company and be available at the reception desk to assist clients and members of the public regarding POMA responsibilities and referring any queries which cannot be resolved to the Marina Manager or responsible director.

Responsibilities:

- Full accounting function, including: capturing of data, debtors (issuing of monthly invoices, statements, payment allocations, queries, etc), creditors, cashbook, petty cash, asset register, journals, reconciliations, salaries, statutory returns (EMP, VAT, WCA), IRP5's, payments, filing
- Monthly management accounts
- Collection of launching permit fees
- Preparing of financial information for yearly audit
- Prepare budgets/forecast
- Maintain financial records as legislated
- Minuting of Board and other meetings
- Distribute all relevant information/documentation to directors and clients
- Receptionist duties
- Keep register of directors and liaison with company secretary

Qualifications:

- Financial qualification NQF level 7
- At least 5 years relevant financial accounting experience in all fields up to Balance Sheet
- Computer literacy with excellent knowledge of Word, Excel and Outlook. Full proficiency of Sage Accounting is required.
- Must be highly organised, meticulous, self-motivated and able to work alone under pressure

Application:

- Submit CV and proof of qualifications to poma@poma.co.za or deliver to The POMA Office, Marina Centre, Port Owen Drive, Port Owen (next to Charlie's Brewhouse)
- Closing date – 28 June 2024
- Commencement date – 1 August 2024 or earlier

Notes:

- Salary will be negotiable relative to qualifications and experience
- If you have not been contacted within two weeks of the closing date of this advertisement, please accept that your application was unsuccessful.