

VACANCY ADVICE

FINANCE ADMINISTRATOR

Grand Gaming Western Cape (RF) (Pty) Ltd would like to recruit a Cape Town based Finance Administrator in their Finance Department. The ideal candidate would be a self-driven and focused individual, with previous relevant experience. This position reports to the Financial Operations Manager, Grand Gaming Western Cape (RF) (Pty) Ltd.

RESPONSIBILITIES OF THE POSITION INCLUDE BUT ARE NOT LIMITED TO:

- Prepares and captures payments and reconciliations of supplier invoices and petty cash
- Ensures that banking documentation (payments, limit changes, loading of new payees, transfers) is prepared in a timely and accurate manner
- Monitors bank account balances for the purposes of cash flow requirements and updates the Financial Operations Manager
- Capture and reconcile bank weekly
- Maintains filing of banking documentation
- Ensures all payments are made in accordance with company policy
- Manage petty cash and all petty cash payments on a monthly basis
- Capture journals monthly in preparation of month-end
- Preparation of monthly balance sheet reconciliations and management accounts for approval by Financial Operations Manager
- Update the Fixed Assets module and run depreciation at month end
- Reconcile LPM and CEMS data, reporting on and escalating variances, following up on resolution of variances with relevant stakeholders
- Orders stationery from approved suppliers as and when required by the various departments
- Maintains a consumable stationery spreadsheet and updates the stationery movement on a monthly basis
- Checks that stock has been posted to the General Ledger and may be required to carry out stock counts
- Monitors staff usage of company assets and reports any areas of concern / expenditure hikes
- Cellphone management – Ensure that over-usage is reported to the user and HR for deductions. Upgrade management
- Fleet - Ensure that all invoices for services and repairs are attached to relevant fleet reports
- Adheres to internal and external policies and procedural regulations to comply with the Gambling Board and other related authorities
- Ensures that BEE123 reports are updated monthly and assist in the BEE audits
- Assist in internal and external audits

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE REQUIRED

- 2-3 years accounting administration / accounting processing experience
- Bookkeeping certificate at a minimum
- Studying towards a Financial Management/Accounting qualification
- General Accounting knowledge
- Fixed Assets & inventory administration knowledge
- The ability:
 - To focus on results through customer focus, managing work, and planning
 - To express potential through adaptability, initiating action, work standards, and stress tolerance
 - To interact effectively through communication, building customer loyalty and trust, and managing conflict
 - To achieve goals by contributing to team success and follow-up

Interested parties should email a detailed CV to recruit@sunslots.co.za by close of business on
Thursday, 13 February 2025.

Equity

Preference will be given to applicants from designated groups in line with the provisions of the employment Equity Act, No. 55 of 1998, as amended, Sun Slots internal recruitment policy and unit specific employment equity plans.

POPIA Statement

Please note that when applying for any position, reference checks will be completed and personal information as defined in the Protection of Personal Information Act 4 of 2013 will be processed. In applying for this position, applicants will be deemed to have consented to such processing as defined in the Privacy Statement.

Please note that should you not be contacted within 1-month after the closing date of this advertisement, please accept that your application has been unsuccessful.