



**Job Location: Bloemfontein**

**Employment Type: One-year fixed term contract, with possibility of extension**

**Job Title: Finance Admin**

**Remuneration: Market Related**

**Vacancies: 1**

**Closing Date: 16 January 2023**

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**Key Duties:**

- Preparing Payment Requisitions
- Preparing Purchase Orders
- Receiving Invoices / Statements from Suppliers
- Ensure that our Purchase procedures are adhered to
- Telephonically confirm the legitimacy of the invoice and payment details on the invoice
- Assist with the preparation of all support documentation for the Monthly Expense report
- Maintain the office petty cash account, disbursing cash according to FSRS policies and procedures. Maintain accurate and highly organized cash records that clearly demonstrate the purpose and allowability of the cash expense.
- Sending of payment confirmations to vendors.
- Matching invoices to supporting documents.
- Preparing payment vouchers.
- Provides logistical support for travels, workshops, and training events.
- Ensures accuracy in the Assets Register system, make sure irregularities (if any) are identified and addressed immediately.
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**Minimum requirements:**

- Diploma in business administration, or similar.
- Driver's License would be an added advantage

**CVs, and copies of qualifications can be dropped off at:** No 44 Wes burger street, Library House building opposite public Library, Office 410.

**Or Emailed to the following address:**

**[recruitment@fs-rainbowseeds.org.za](mailto:recruitment@fs-rainbowseeds.org.za) / [Nontlantlay@fs-rainbowseeds.org.za](mailto:Nontlantlay@fs-rainbowseeds.org.za), Please include the Job Title in the subject line**

Applicants who have not been contacted within 2 weeks of the closing date should assume that their application has not been successful. FSRS is an equal opportunity employer.