

Finance Operations Co-ordinator

Finance Department Cape Town

Scope

To be the key link between Finance and Operations as to ensure the accuracy of financial tracking and reporting.

Key Responsibilities

- Ensuring that daily review of direct vendors' and aggregators' deposits are completed in SAP;
- Monthly review of aggregators' commission invoices;
- Monthly review of reconciliations of prepaid vendors and aggregators;
- Quality review of the Operations Department's (Public and Private) monthly invoicing and financial processing and identifying opportunities to optimise operational expenses;
- Co-ordinating between Finance and Operations (Public and Private) on reconciliation variances;
- Ensuring that confirmation process for vendors are performed accurately;
- Constantly evaluate operations business processes relating to the financial Key Performance Areas (KPA's);
- Identify opportunities for improvement from existing accounts and inform applicable parties;
- Monitoring of management and settlement reports;
- Adhoc financial tasks as identified by the business.

Key Requirements

- Minimum of 5 years' related experience. Experience in the financial accounting environment would be advantageous.
- A relevant qualification
- Experience in SAP;
- Proficiency in English (written and verbal)
- Strong skills in MS Office (Excel, Word, PowerPoint)
- Exposure to vending systems, processes and industry experience would be beneficial
- Analytical mindset;
- Ability to work under pressure and meet deadlines;
- Accurate and meticulous;
- Flexible and able to adapt easily to change.