

**VACANCY  
FINANCE DEPARTMENT**

An opportunity has become available for a **Finance Clerk**, reporting to the **Financial Controller**.  
The successful incumbent will be based at Lanseria International Airport.

**AREAS OF RESPONSIBILITY AND REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO:**

- Data analysis and analysing of report data
- Assist management with administrative duties
- Perform other related administrative duties as required
- Customer invoices (issue, prepare)
- Manage ad hoc/sundry debtors
- Bank reconciliations (Incl. credit cards) and the required analyses thereof
- Account reconciliations (debtors)
- Capture/collate fuel supplier and transporter invoice (Accpac or equivalent)
- Stationery and consumables management

**PRIMARY QUALIFICATIONS, SKILLS & EXPERIENCE:**

- Minimum Grade 12
- Minimum of 3 years' experience in the Finance department
- Computer literacy
- Excel
- Accpac
- General accounting and financial knowledge
- Understanding of finance (Debtors, Creditors, basic bookkeeping)
- Own reliable vehicle is essential
- Must be able to work long hours and at times over weekends (if and when required)

**PRIMARY COMPETENCIES & REQUIREMENTS :**

- Accuracy
- Excellent organisational skills
- Time-management abilities (punctual)
- Excellent communication and interpersonal skills
- Problem-solving
- Decision-making
- Strong ethics
- Reliability
- Good level of arithmetical acumen
- Customer centric
- Courteous and committed
- Analytical and critical thinking abilities



- Attention to detail
- Must be adaptable & learn quickly
- Able to multitask & show initiative
- Excellent written and verbal communication skills

#### **APPLICATIONS**

Applications with a covering shortened CV must be submitted to [careers@lanseria.co.za](mailto:careers@lanseria.co.za) by the closing date of **8 November 2023**.

Internal and External candidates will be considered. No late applications will be accepted.

Should candidates not be notified of the outcome of their applications within 7 days of closing date, they should please regard their applications as unsuccessful.

Lanseria International Airport is an equal opportunity and affirmative action employer.