

VACANCY: FINANCE & PROCUREMENT ADMINISTRATOR: REVENUE SYSTEMS & IT

The Finance & Procurement Administrator role is based in Cape Town and reports directly to the Management Accountant, with a functional reporting line to Group Finance. The successful candidate will work closely with the broader Revenue Systems Business Unit and the IT Business Unit to provide comprehensive support across all Finance Administration activities. This is a junior to mid-level position, ideal for a proactive individual seeking growth and a new challenge.

Outputs required in the following areas for this position:

- Handle supplier documentation, including statements, invoices, and credit notes.
- Process and maintain purchase requisitions, purchase orders, and invoice capturing.
- Conduct supplier reconciliations and resolve account or invoice queries.
- Process journals, vendor clearings, GRIR, and month-end reconciliations.
- Manage company credit cards, staff expense claims, and advances.
- Create and maintain vendor and intercompany accounts, ensuring all documentation is correct.
- Prepare and send tax invoices, proforma invoices, and intercompany charge-outs.
- Process foreign payments and maintain compliance documentation (e.g. BEE certificates).
- Support asset management, including asset creation and depreciation runs.
- Assist with payroll schedule updates (travel and allowances).
- Provide backup support for banking activities — payments, beneficiary setups, bank uploads, and reconciliations.
- Assist with internal and external audits by providing invoices and supporting documents.

Qualifications and Experience

- Completed National Senior Certificate - Essential
- Completed Accounting or related tertiary qualification- Essential, diploma minimal
- Advantageous: any analytical qualifications with Power BI experience
- A minimum of 2 years' experience working in Finance/ and or Accounting

Competencies

- Must be deadline driven to ensure Financial Submissions are done on time
- Excellent Excel Skills
- Analysing and problem-solving ability
- Must be able to plan and prioritise
- Ability to take responsibility for decision making
- Ability to meet customer needs
- Well-developed communication and interpersonal skills
- Must have an innovative and creative thinking approach
- Go-getter who's eager to learn and take initiative
- Be able to work with large volumes of data
- Have a sharp eye for detail and identifying trends
- Love finding smarter or simpler ways to get things done using excel or PowerBI
- Think outside the box and automate processes
- Take ownership of work

How to apply:

EMAIL your CV to applications@syntell.co.za.

If you do not hear from us in 2 weeks after your application, please consider your application unsuccessful.

Closing Date: 31 December 2025