

JOB DESCRIPTION

Position Title:	Junior Finance Administrator
Department:	Finance
Location:	Southern Africa
Reports To:	Finance Manager
Employment Type:	Twelve-months fixed term with possibility to be permanent

1. PRIMARY PURPOSE

The Junior Finance Administrator supports the finance function by delivering accurate, compliant and timely transactional and administrative finance services. Reporting to the Finance Manager, this entry-level role provides foundational experience in accounting, reporting and financial operations, with responsibility for processing invoices and payments, maintaining receipts and reconciliations, supporting month-end routines, and ensuring audit-ready recordkeeping. The ideal candidate is organised, detail-oriented, adheres to internal controls and statutory requirements, and is motivated to develop their finance and systems skills within a supportive team environment.

2. KEY RESPONSIBILITIES

Debtors (accounts receivable, cash collection)

- Administer accounts receivable activities: generate and issue customer invoices, post receipts, monitor ageing, and proactively pursue overdue accounts to reduce debtor days.
- Provide ad-hoc financial reporting, data entry and analysis to internal stakeholders, responding to queries with clear, evidence-based information (relating to debtors).
- Maintain organised financial filing (electronic and hard copy) and supporting documentation to ensure audit readiness for receivables.
- Support month-end close activities by preparing receivables reconciliation schedules, posting routine journals and supplying supporting documentation for review. Relevant competencies: Accounts Receivable & Cash Collection; Transaction Processing and Accuracy; Reconciliation and Controls; Financial Recordkeeping & Audit Readiness.

Creditors (supplier management, payments)

- Process supplier invoices, credit notes and payments, ensuring accurate coding and timely posting in the accounting system (Palladium, Pastel, Xero, Sage, QuickBooks).
- Prepare and support supplier payment runs, verify authorisations, and maintain payment records to preserve segregation of duties and control integrity.
- Reconcile supplier statements and follow up on discrepancies or outstanding invoices to protect cash flow and vendor relationships.
- Provide ad-hoc financial reporting, data entry and analysis to internal stakeholders (relating to creditors).
- Support month-end close activities by preparing creditors reconciliation schedules, posting routine journals and supplying supporting documentation for review. Relevant competencies: Payments & Vendor Management; Transaction Processing and Accuracy; Reconciliation and Controls; Systems & Data Entry Proficiency.

Petty Cash (small cash transactions, expense claims)

- Process petty cash and employee expense claims, ensuring accurate coding, authorisation and timely posting in the accounting system.
- Perform bank reconciliations and update the cashbook to ensure transactional completeness and accurate cash balances (includes petty cash reconciliations).
- Maintain organised financial filing (electronic and hard copy) and supporting documentation to ensure audit readiness for petty cash and expenses. Relevant competencies: Transaction Processing and Accuracy; Reconciliation and Controls; Financial Recordkeeping & Audit Readiness; Systems & Data Entry Proficiency.

Compliance (statutory, controls, multi-entity governance)

- Ensure adherence to company financial policies, internal control procedures and relevant South African statutory requirements (PAYE/SARS, VAT, UIF, COIDA, BCEA).
- Assist with VAT administration, compile supporting documentation and liaise with the finance team to ensure timely and accurate VAT submissions.
- Maintain organised financial filing to support audit readiness and compliance with internal controls across entities.
- Support month-end close activities by preparing schedules and providing supporting documentation required for compliance and audit reviews.



Official Partner

- Contribute to continuous improvement initiatives by identifying process deficiencies, proposing practical solutions and participating in implementation to increase efficiency and accuracy.
- Provide basic finance and administrative support across multiple entities, prioritising tasks, maintaining confidentiality and ensuring consistency of controls and records. Relevant competencies: Statutory Compliance (VAT, PAYE, UIF); Financial Recordkeeping & Audit Readiness; Continuous Improvement and Problem Solving; Cross-Entity Administrative Support and Prioritisation; Reconciliation and Controls.

3. SKILLS & COMPETENCIES

Entry Requirements

- Grade 12 (Matric); tertiary qualification in Accounting, Financial Management, or related field is preferred (e.g., NQF Level 5/6 certificate, Diploma).
- 1-2 years' work experience in a finance or accounting administrative role.
- Proficient with Microsoft Excel (pivot tables, lookup functions a plus) and experience with accounting software (specify preferred system).
- Basic understanding of accounting principles and South African tax/payroll basics (PAYE, VAT).
- Strong numeracy, attention to detail, and accuracy.
- Good computer literacy and technical aptitude
- Excellent communication skills (English; additional languages advantageous)
- Customer service orientation
- Punctuality

Professional Competencies

- Customer-focused mindset with commitment to service excellence
- Strong time management and ability to prioritize multiple requests
- Team player with collaborative approach to problem-solving
- Adaptable to changing technology and business requirements
- Professional telephone manner and written communication

4. WORKING CONDITIONS

- Standard office hours; occasional extended hours at month end.
- Hybrid working may be possible by agreement; core days on-site for approvals and collaboration.



5. DURATION

- Twelve- months fixed term with possibility of permanent contract

Forward your application to humancapital@travelportsa.com by 07th July 2026 . Should you not receive any feedback from us by 10 July 2026, please consider your application unsuccessful.