
Temporary Finance Staff

We are looking for Temporary Finance Administrators to work closely with the Finance Department to ensure daily effectiveness of the overall finance department. The candidate will thus, be a key member of the finance team in ensuring that key administrative outputs are delivered effectively and efficiently.

To be successful in this role, the candidate will be responsible for the administrative related tasks and duties of the Finance Department.

Ultimately, the candidate will ensure that their area of responsibility meets and exceeds the expectations of our business objectives and contributes to the company's success in the long run.

Responsibilities:

- Finance related filling.
- Scanning of all necessary documentation and accurately saving/emailing the scanned documents.
- Finance related data capturing.
- General Finance related administrative duties.
- Any additional ad hoc responsibilities as requested by Senior Management.

Requirements:

- Matric
- Finance Graduate OR studying towards a Finance degree/diploma.

Skills:

- Fully computer literate – Microsoft package
- Good level of detail and accuracy
- Vibrant and self-motivated
- Good communication skills.

Please forward your CV to hr@chery.co.za and use reference TEMPFIN.