

Admin and Finance Coordinator

Remuneration:	R20000 - R25000 per month
Location:	Cape Town
Remote work:	Some remote work allowed
Education level:	Degree
Job level:	Junior
Type:	Permanent
Company:	PikUniq

About role: Seeking a highly organised and detail-oriented Admin and finance coordinator to join a dynamic team based in Cape Town. The ideal candidate will have a min of two years of experience in finance, project management, and general administration tasks. This role will involve a variety of responsibilities including bookkeeping, basic accounting functions, project management support, research, and assisting with financial tasks.

Responsibilities:

- Perform general administrative duties such as managing schedules, coordinating meetings, and handling correspondence.
- Assist with bookkeeping and basic accounting functions, including accounts payable and receivable, expense tracking, and invoice processing.
- Support project management activities by maintaining project schedules, tracking progress, and coordinating resources.
- Conduct research on various topics as needed, compile data, and prepare reports.
- Collaborate with team members to assist with financial analysis and reporting.
- Handle other ad hoc tasks and projects as assigned.

Benefits:

- Competitive salary
- Opportunities for professional development and growth
- Positive and supportive work culture
- Remote - Hybrid opportunity

Requirements:

- Bachelor's degree in finance, accounting, business administration, or related field preferred.
- Min of three years of experience in finance, project management, or administration roles.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and accounting software.

Skillset:

- Excellent written and verbal communication skills.
- Ability to prioritise tasks and manage time effectively.
- Proactive attitude and willingness to take on new challenges.
- Team player with the ability to work collaboratively in a fast-paced environment.

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