

Finance Clerk

Location: Nelspruit
Reference: #CAW005473/NT
Company: [SydSen Recruit](#)

Finance Clerk - Nelspruit, Mpumalanga

Our client is looking for a meticulous and detail-oriented individual to join our team as a Dealership Financial Admin Clerk.

This position will primarily entail managing a range of financial responsibilities within the dealership, including but not limited to handling petty cash, managing creditors, and overseeing office supply management.

Responsibilities:

- Process financial transactions accurately and efficiently.
- Maintain financial records and documentation in compliance with company policies and procedures.
- Assist with accounts payable and receivable duties.
- Reconcile bank statements and prepare financial reports as needed.
- Collaborate with other team members to ensure smooth financial operations.
- Provide administrative support to the finance department as required.

Requirements:

- Grade 12
- Previous experience in a financial or administrative role in a dealership environment
- Finance Qualification/ certificate
- Proficiency in financial software and MS Office applications
- Strong attention to detail and accuracy
- Excellent organizational and time management skills
- Ability to work effectively in a team environment
- Knowledge of automotive financing processes

Salary: R10,900 plus provident fund and medical aid (optional) 50% company contribution.

Please note that only candidates with the required experience will be considered and contacted. If you are not contacted, kindly consider your application unsuccessful.

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