



Position: Financial and Office administration (based in Johannesburg)

The Financial and Office Administrator is responsible organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency, in support of the development of Basketball as a major sporting code in South Africa.

Duties

Maintain office services: Implement office policies and procedures, capture and approve all time sheets, control correspondences, update organizational memberships and maintain office equipment

Maintain office records: Design filing systems and ensure filing systems are maintained and up to date, protect and secure files and records, effective transfer of files and records and ensure personnel files are up to date and secure

Maintain Communications channels: Operate a variety of standard office machines, including a personal computer and a variety of computer software, phone, fax, calculator, shredding machine and photocopy machine. Communicate and liaise verbally and in writing between customers/suppliers/visitors/enquirers and relevant staff, and interpret and respond clearly and effectively to spoken requests over the phone or in person, and to verbal or written instructions.

Maintain office efficiency: Plan and implement office systems, layout and equipment procurement, maintains and replenishes consumables, anticipate needed supplies and verify receipt of supply

Maintain accounting records: Record general journal entries and general ledger, perform payroll transactions, perform bank reconciliations, control petty cash and asset register and also ensure accounting records are update on regular basis.

Minimum acceptable qualifications required

A University diploma or Equivalent in office administration and/or bookkeeping.

In the absence of a recognised qualification, extensive experience and a proven track record in a similar enterprise

Experience

Working in a sports environment, understanding of the sports regulatory environment

Closing date

31st March 2010



Salary

Range between R 60,000 and R 75,000 pa

General

Applications are subject to a selection process.

Applications will be considered regardless of the gender, race or religion of the applicant.

Appointment will be done in line with Employment Equity standards.

Please send a detailed as well as a shortened (2 pages) CV to: zanele@basketballsouthafrica.co.za or malesela@basketballsouthafrica.co.za

Basketball South Africa maintains the right not to fill the post. Applicants who have not been contacted within one month of submitting their application should consider their application to be unsuccessful.