

FINANCE & MARKETING OPERATIONS OFFICER FIXED TERM CONTRACT: 12-24 MONTHS

Do you do Tourism? Are you passionate about South Africa? If yes, a vacancy exists, South African Tourism (SAT) is searching for a results driven, credible individual with strong interpersonal and influencing skills, strong business acumen and creative flair to join our dynamic organisation as **Finance & Marketing Operations Officer**.

MAIN RESPONSIBILITIES:

Uploading of Requisitions

- Ensure all required documentation adhere to procurement procedures and policies;
- Ensure all documentation are in line with the business plans;
- Check vote allocations are in line with the description of services;
- Requisitions to be loaded within the same business day of receipt.

Budgets Management Assistance

- Advise that all budgets are developed within Finance guidelines and procedures;
- Advise that all budgets revised according to Finance guidelines;
- Ensure compliance in terms of expenditure;
- Monthly and quarterly reports to RGM, South Africa Hub Head and project owners;
- Review open purchase orders on a quarterly basis and advise RGM, South Africa Hub Head and project managers of long outstanding items;
- Process the closing of outstanding Purchase Orders;
- Send Funds Available Analysis to RGM, South Africa Hub Head and project managers monthly - or as and when required.

Supplier Liaison

- Liaise with suppliers, agencies and finance to facilitate processing of POs and payment;
- Assist marketing managers on requirements of supplier registration;
- Ensure Africa and Domestic team comply with SAT policies and procurement policy;
- Alert SCM of contracts prior to them expiring.

Contract Management

- Match invoices with contracts to ensure compliance with agreement;
- Facilitate and liaise with Supply Chain Management regarding Africa and Domestic market RFPs;
- Keep track of communication agency financial thresholds and report quarterly to RGM and South Africa Hub Head;
- Advise Africa and Domestic team of contract expiry dates.

Administered Logistics

- Liaising with Finance Head Office on a daily basis;
- Submitting staff claims;
- Implementation of relevant statutory, policy and procedural requirements templates for easy reference;
- Submit all approved invoices to finance for payment and receipt Purchase Orders;
- Follow up on outstanding unbilled purchase orders with project managers and advise finance accordingly;
- Compile risk analysis reports and submit to RGM and South Africa Hub Head annually.

Reporting

- Create budget vs. expenditure snapshots once a month and distribute to RGM, South Africa Hub Head, project managers.

QUALIFICATIONS AND EXPERIENCE

- Finance Diploma or equivalent;
- 3-5 years working experience in finance administration environment;
- Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the PFMA, Treasury Regulations and Frameworks on performance information and strategic plans;
- Knowledge and understanding of Public entity budgeting and reporting process;
- ERP Financial system: ORACLE

Visit us @ www.southafrica.net

Detailed CV to be sent to : hr@southafrica.net
Closing date : 9 November 2021

**Should you have not heard from us within two weeks after the closing date,
kindly consider your application unsuccessful.**