

# Admin and Finance Coordinator

<b>Remuneration:</b>	R20000 - R25000 per month
<b>Location:</b>	Cape Town
<b>Remote work:</b>	Some remote work allowed
<b>Education level:</b>	Degree
<b>Job level:</b>	Junior
<b>Type:</b>	Permanent
<b>Company:</b>	<a href="#">PikUniq</a>

**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.

## Company Description

A top-tier South African Digital Marketing agency that specializes in optimizing performance campaigns. The company is a Google Premier Partner, a Google Marketing Partner, and a Meta Marketing Partner.

Posted on 19 Apr 11:12, Closing date 18 Jun

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