Shell Recruitment

apply@shellrecuitment.co.za

FINANCE & WORKFORCE ADMINISTRATION CLERK

Role purpose

Maintain accurate finance, billing, debtor, placement and workforce administration for our client, including the controls required as PEA and TEA/TES activity grows.

Key responsibilities

- Prepare client invoices, allocate receipts and maintain debtor records/ageing.
- Follow up outstanding accounts and maintain supporting finance documentation.
- Assist with reconciliations, month-end schedules and management information.
- Maintain placement records, billing triggers and guarantee-period information.
- Prepare and reconcile approved BDM commission schedules against collected revenue.
- Maintain TEA/TES worker files, contracts, timesheets and payroll input records.
- Reconcile approved timesheets, payroll inputs and client billing data.
- Maintain organised digital records and support audit/control requirements.

Minimum qualifications

- Matric essential.
- Finance, Accounting, Bookkeeping, Payroll or Business Administration qualification preferred.

Experiential requirements

- Minimum 2-3 years' relevant finance/administration experience.
- Hands-on invoicing, debtors and reconciliation experience.
- Payroll, timesheet, workforce or recruitment/staffing administration advantageous.
- Strong Excel capability and high numerical/document accuracy.
- Experience with accounting/payroll/CRM systems advantageous.

To apply email your CV to apply@shellrecruitment.co.za using the reference: FWAC