

Position: Personal Assistant to the Chief Financial Officer
Type: 6 months contract
Salary R 43 711,72

Interested candidates should email CV to: recruitment@tianaconsulting.co.za

If you need more information about the position, please contact 011 431 1354, one of our Consultant will assist you.

Main Purpose

To provide strategic administrative and executive support to the Chief Financial Officer (CFO), including coordinating operational activities, managing high-level stakeholder engagement, consolidating reports, and ensuring the effective functioning of the CFO's office.

Requirements:

- A minimum certificate in Office or Business Administration or related fields (NQF 5).
- A minimum of 3 years' experience as a Personal Assistant or Executive Assistant or in an administrative role.
- Valid Driver's Licence (Code B).
- Proficiency in MS Office
- Report writing and consolidation
- Stakeholder management at executive level
- Confidentiality and discretion
- Understanding of public sector governance (advantageous)
- Time Management
- Teamwork
- Interpersonal Relations and Skills
- Decision Making
- Creativity/Innovation
- Conflict Management
- Adaptability/Flexibility

Key Performance Areas:

- Organises, co-ordinates and takes minutes for internal as well as external meetings, workshops and conferences for the CFO and produces comprehensive reports and follow-up on resolutions.
- Manages the CFO's diary and travel arrangements.
- Assists in all administrative matters to ensure the efficient and smooth running of the CFO's office.
- Conducts research for the CFO as and when required.
- Consolidation of monthly and quarterly reports
- Support procurement processes through coordination and documentation in line with organisational policies.
- Types correspondence and composes routine letters, reports, and other confidential documentation.

- Maintain effective document management and record-keeping systems.
- Order stationery and consumables.
- Maintains effective working relationships with customers (both internal and external) towards rendering the highest quality of services.
- Serve as a key liaison between the Office of the CFO and internal and external stakeholders
- Answers to the general information requested by personnel where possible.
- Exercises initiatives to enhance the administration of the office of the CFO.
- Ensure the efficient administration of the CFO's office and proactively identify process improvements
- In addition to these typical duties, may perform other duties as assigned and required.