



## Finance Administrator

September 2024 – WomHub is hiring! We are looking for a highly efficient and organised Finance Administrator to take responsibility for financial data capture and reconciliation and play a key role in the financial functions of the company. The ideal candidate will assist in managing the day-to-day accounting and finance management of the organisation and its non-profit subsidiary, WomEng.

### About WomHub

WomHub is an eco-system builder specialising in building gender diversity in STEM (Science, Engineering, Technology, Mining and Manufacturing) value chains; Following a holistic approach, we support girls and women at every stage, from attraction to exit and everything in between to create a more inclusive and equitable society.

WomHub's foundation, WomEng supports women and girls in engineering and technology industries through talent and capacity building programmes to ignite careers in STEM fields.

Our entrepreneurship vertical incorporates both incubators and accelerators to nurture and build a vibrant community of female entrepreneurs, supporting their growth and success. Recognizing the unique challenges faced by women in STEM in starting and scaling businesses, WomHub offers tailored resources, thematic programmes and mentorship that focus on the unique entrepreneurial stage, vertical and growth points. From ideation to funding, WomHub guides women through every step of the entrepreneurial process, helping them build sustainable and successful ventures.

WomHub spaces incorporate our coworking spaces; state-of-the-art infrastructure, amenities, and eventing spaces that facilitate meaningful interactions and collaborations among both our internal programs and community as well as an external female founder community.

## About The Role

We are looking for a highly efficient and organised Finance Administrator to take responsibility for financial data capture and reconciliation and play a key role in the financial functions of the company. The ideal candidate will assist in managing the day-to-day accounting and finance management of the organisation and its non-profit subsidiary, WomEng.

### Key Responsibilities

The successful candidate will have the following responsibilities:

#### Financial Administration

- Active member of the finance team
- Data capture and processing of invoices
- Financial admin tasks to support the financial manager and founders
- Data capturing of expenses within Womhub process to the accounting software
- Loading of all payments for authorization
- Taking ownership and responsibility of the finance debtors and creditors accounts
- Collating, capturing and process of all invoices.

#### General Administration

- Admin General business administration duties for example and not limited to, business and invoice filing to convert from physical to electronic
- onboarding and off boarding of employees and admin thereof.

#### Reporting Support

- Supporting on the collation of data and report materials that may be needed for, and not limited to, monthly reports, client reports, annual reports, financial process and applications etc.
- Ongoing audit support
- Supporting with monthly management and loan reports and other needed financial reports across all WomHub portfolio companies, for example and not limited to WomEng, WomHub, holding companies etc.

## Adhoc Support

- Where needed, support on other entities and not limited to WomHub, support on inhouse team projects, for example, and not limited to, WomHub Showcase, Investor Roadshows, Ecosystem tours etc.

## Requirements

The ideal candidate should have the following key skills and requirements:

- Minimum qualification: National Diploma in Finance, Accounting or relevant field
- Minimum of 3 years work experience in the related field
- Proven work experience as a bookkeeper or similar role
- Vast knowledge of accounting procedures
- Hands-on experience with accounting software (Pastel preferable)
- Solid data entry skills with an ability to identify numerical & accounting errors
- Good organizational and time-management abilities
- Strong skills for data analysis and reporting
- Experience with managing budgets
- Strong computer and IT systems skills - Microsoft Office (Excel, Word, PowerPoint)
- Ability to communicate fluently in English (written and verbal)
- Good interpersonal and communication skills, with the ability to build relationships with different stakeholders
- Detail-oriented
- Quick learner with passion and drive
- Work under pressure
- Must be available to start – Not more than one calendar month/ immediately
- Must be based in Johannesburg or willing to relocate
- Required to work outside of office hours if required to complete projects and tasks

## Salary and Benefits

Full time position

Salary: R10 000.00- R12 000.00 per month CTC

Salary is negotiable based on work experience.



## Application

Please submit your CV to: [womhubcareers@womeng.org](mailto:womhubcareers@womeng.org)

Application deadline: October 2024

If you are passionate about Financial Administration, we encourage you to apply for this exciting opportunity to join our team at WomHub

About WomHub:

Find out more on [www.womhub.com](http://www.womhub.com)