

## **VACANCY: Finance Clerk**

An opportunity has presented itself to appoint a suitably qualified candidate into the position of Finance Clerk. The position will be based at Eugene Marais Admin office, Pretoria, Les Marais, and will be reporting to the Financial manager.

### **QUALIFICATIONS, SKILLS, KEY ESSENTIALS AND DESIRABLES FOR THE POSITION:**

- Grade 12, with Mathematics (not literacy) and Accounting as subjects will be an advantage • Computer Literate • Excel skills will be an advantage
  - Knowledge of Pathology and/or GoodX will be an advantage.
- Excellent telephone etiquette with professional attitude at all times. • Good typing skills. • Attention to detail. • Ability to work accurately and efficiently. • Good interpersonal skills. • A professional work ethic and confidentiality is required. • Must be able to work under pressure.
  - Must be willing to work overtime, weekends and public holidays according to the needs of the company.
- Must possess excellent communication skills, be able to work in team • Must be accurate, professional and reliable • Must be willing to undergo a full selection process which include a screening test.

### **SHIFTS:**

Day Shift: 07:30 – 16:30. Monday to Friday. Shifts can be adjusted according to the needs of the company.

### **HOW TO APPLY:**

- You may apply for this vacancy by e-mailing the below required documentation to [gerhard.stolz@vpath.org](mailto:gerhard.stolz@vpath.org) • Please quote post number of the post applying for in the subject line of your e-mail application – **POST NUMBER: 1726**
  - Curriculum Vitae
  - Copy of ID document
  - Copy of Matric certificate
  - Recent Pay Slip

### **CLOSING DATE: 05 MAY 2021**

• Submission of incomplete or inaccurate documents will render that applicant ineligible for consideration for the vacancy. • **Please note that only shortlisted candidates will be contacted** • Due to the volume of applications should we not contact you within 5 working days after the closing date, please consider your application unsuccessful.