



Administrative Assistant (Finance)

for Eastern Cape Umbrella Fire Protection Association

The ***Eastern Cape Umbrella Fire Protection Association (ECUFPA)*** is an umbrella association in terms of the National Veld and Forest Fire Act to facilitate FPA participation in the management of fire and related risks within the Eastern Cape and is governed by a Board of Directors.

The company is seeking a motivated Administrative Assistant in the Finance Department who is ready to apply knowledge of financial terms and principles to an authentic, real-world experience.

Duties & Responsibilities

- Filing and routine administration
- Document Management
- Record keeping and data integrity management
- General Office Tasks

Experience & Qualifications

- Grade 12/Matric (mandatory)
- Qualification in Office administration/financial bookkeeping (advantageous)
- Good computer skills (intermediate Excel skills are a requirement)
- Administrative/Data capturing experience.

Personal Attributes

- Good communication skills
- Teachable and proactive
- Flexible & team player
- Neat & organised
- Ability to work under pressure

Closing date: 17 January 2024 at 10:00 am

Planned starting date: ASAP

Please forward a cover letter, and a CV (max 3 pages) with 3 credible and contactable references to accounts@ecufpa.co.za

If you have not heard from us within 21 working days after the closing date, please consider your application unsuccessful. The ECUFPA reserves the right not to fill the position.