



**The South African National Accreditation Systems (SANAS), based in Pretoria, is listed as a Schedule 3A public entity according to the National Public Entities classification. SANAS is mandated to be the sole provider of national accreditation services, whereby it formally recognises the technical competency of calibration and conformity assessment service providers that offer testing, inspection, verification and calibration services as well as inspection against OECD GLP principles in both the public and private domains.**

**POSITION : ACCOUNTS ADMINISTRATOR**

**SALARY** : R209 918.58 (Total cost to company package)

SANAS seeks to employ an experienced Accounts Administrator with strong operational background to join this rapidly growing organisation. The successful candidate will be responsible to manage various accounting processes as well as dealing with clients and handling all queries relating to finance including effective creditor and debtors management, and also management of business and bank processes.

**REQUIREMENTS**

Having a Diploma in Accounting and Financial Management, the candidate need at least 3 years financial experience of all activities relating to accounting function as well as Pastel Partner. Candidates with fair knowledge of Financial policies and processes are encouraged to apply.

Prospective candidates should have computer literacy, sound knowledge of communication processes, good written and verbal skills, good organizational skills, time management, target driven and attention to detail, team work, patience ability to work under pressure and independently.

**ENQUIRIES**

Puleng Ratlabala 012 394 3786

**CLOSING DATE**

25 November 2011

***Interested, suitably qualified candidates who believe to have what it takes are encouraged to email their CV's (maximum 3 Pages, certified copies of qualifications as well as certified copy of their ID and motivational letter to [pulengr@sanas.co.za](mailto:pulengr@sanas.co.za))***

***PLEASE NOTE THE FOLLOWING: Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month, please accept that your application was unsuccessful. Recruiters may delete or expire jobs at any time, and that people with disabilities are eligible to apply.***