



The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers, financiers and other affected parties. Established in 2009, the Agency was established by an Act of Parliament in 2008 and is accountable through its Board to the Minister of Human Settlements. For more information about the HDA, please visit our website: www.thehda.co.za.

Follow us on Twitter @The_HDA and on Facebook: TheHDA

The HDA has the following **permanent** position:

Administrator: Finance

Location: Johannesburg

Reference: AF-06-2018

Main Purpose: To support the finance department with the administrative functions surrounding invoices and new assets.

Key Responsibility Areas:

Administrative Support:

- Prepare and submit invoices for payments
 - Invoice submitted include:
 - EFT requisition with completed GL codes
 - Valid invoice and signed as per organizational delegation of authority
 - Accurately completed checklist
- File financial documents by sorting them into the required groups and filing them in the correct files in the correct order
- Draw relevant financial information by sourcing the documents in the required files
- Archive finance old invoices and other financial information and store in the correct order per financial year

Assets:

- Tag new assets for JHB office
- Update assets inventory list for JHB office

Requirements:

- Grade 12 or similar qualification
- 1 year office admin experience is preferred.

Please forward relevant CV (Clearly marked with the reference number of the position).in a Microsoft Word format to recruitment@labournet.com.

Should you not comply with the above requirements your application will NOT be considered.

Closing date for applications: 17 July 2018

CVs received after the closing date will NOT be considered. Kindly take note if you have not been contacted within fourteen (14) days of the closing date; please consider your application unsuccessful.

Enquiries: Karabo Moerane 010 5909422

Conditions of service: The HDA is an equal opportunity employer • Appointments will be made in accordance with the HDA Employment Equity policy • The HDA reserves the right not to make an appointment.

Please do not send certificates, diplomas or testimonials. We thank all applicants for their interest. Communication will be conducted with short-listed applicants only.