



269 Von Willich Ave  
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info@tennissa.co.za  
www.tennissa.co.za  
Reg. No. 2000/018796/08

## Job Specification: Financial/Operations Administrator – Tennis South Africa.

Tennis South Africa is looking to appoint a financial/operations administrator to assist with all of the Federation's financial administration and key events.

Should you feel you are a suitable and qualified candidate, then please send your CV and a covering letter to: [careers@tennissa.co.za](mailto:careers@tennissa.co.za). Applications close at 4pm (SA time) on Monday 22<sup>nd</sup> April 2024.

**Job Title:** Financial/Operations administrator.

**Reporting to:** Finance Manager of Tennis South Africa.

**Department:** Finance.

**Location:** 269 Von Willich Avenue, Corporate Park 66, Block D, Ground Floor, Centurion, Gauteng.

**Commencement Date, Contract and Remuneration Package:** To be discussed with the short-listed candidates. However, for the avoidance of doubt - this is 24-month fixed term contract role with the option of renewal.

### Key responsibilities:

- Complete accounts up to the trial balance:
- Bank Reconciliations and Journals.
- Processing/capturing of Cash Books/Journals.
- Completing and updating Working paper files.
- Liaising to resolve queries.
- Fixed assets administration:
  - Update fixed assets files with invoices.
  - Update Excel spreadsheets with new amounts.
  - Prepare depreciation schedules.
- Completing VAT schedules.
- Project administration, when required by manager.
- Day to day administration.
- Taking of minutes at meetings.
- Stakeholder management.



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## Knowledge, skills and behaviour required:

- Minimum two years' experience in an accounting/bookkeeping role;
- Relevant accounting Diploma/certificates (Advantageous);
- Bank Reconciliation experience;
- Excellent communication skills – both verbal and written;
- Demonstrative experience in project management and implementation;
- Experience in an administration role and advanced skills in the use of Microsoft Office software;
- Sound interpersonal skills with an ability to manage relationships and negotiate terms;
- High attention to detail and a proven ability to meet deadlines;
- Ability to work independently as well as part of a team;
- A willingness to 'get your hands dirty' and available to work weekends when required.
- Valid driver's license.

*TSA reserves the right not to fill the position should a suitable candidate (as determined by TSA) not be found. Should you not have heard from TSA by the 28 April 2024 you should consider your application to have been unsuccessful.*

*TSA is committed to the Transformation imperatives of the Department of Sport, Arts & Culture ("DSAC") and the South African Sports Confederation and Olympic Committee ("SASCOC") as contained in, amongst others, the Transformation Charter for South African Sport. These imperatives will be considered in this appointment.*