



1st Floor, JSL Towers, 255 Pretorius Street,
Pretoria CBD

Email: info@ac2.org.za

www.ac2.org.za

Office number: 010 100 3177

OFFICES IN PROVINCES: Gauteng | North West | Eastern Cape | Mpumalanga | Free State

ACCESS CHAPTER 2

IS SEEKING AN FINANCE OFFICER

TO BE BASED AT AC2 PRETORIA WE BELONG CENTRE

Company: Access Chapter 2

Published: 23 January 2025

Contract type: 1 year contract

Location: Pretoria

Opportunity Closing Date: 31 January 2025

Key Responsibilities:

- To render financial administration support within organizations.
- Capture financial Data Electronically
- Perform salary administration, processing payments.
- Perform bookkeeping, financial planning & Budget Adjustments.
- Maintain & Monitoring Asset Register.
- Monitoring & Tracking income on the financial Policy.
- Administration of Petty Cash.
- Internal Audit & Annual Statement Preparation.
- Tax Administration
- And any other requirements needed within the department.

Education and Experience requirements:

- Diploma in Accounting or equivalent qualifications
- Driver licenses
- Computer literacy- Microsoft office, Excel essential
- Experience on working with e-filing.
- Experience in working with Quick Books and accounting systems and will an advantage.
- Experience in working with diverse group of people.



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- Ability to work independently and as a team member.
- Numeracy and analytical skills
- Verbal and written communication skills

Application process:

Interested candidates should email a cover letter and CV no longer than 3 pages with 3 contactable references to vacancies@ac2.org.za on a subject line please put the name of the position you are applying for.

Application Closing date: 31 January 2025, 15:30 PM