



**WE ARE
HIRING
VACANCY**

Vacancy: BMG Springs- 171, Gauteng South Africa
Admin Controller – M4332

Closing Date: 17 May 2024



Roles & Responsibilities:

- Validity, accuracy, and completeness of financial information
- Ensure period end and deadlines are met.
- Ensure adherence to internal controls i.e., Approvals; Framework; Stock.
- Reconcile Imprest creditors accounts.
- Registering and verifying of supplier invoices and allocation of payments
- Solve outstanding Imprest queries.
- Filing and retrieve administrative documents.
- To forward information to respective credit controllers
- To handle branch calls and all the admin functions
- Processing of purchase orders on KERRIDGE
- Provide information to the internal auditors.
- Filing of Metro File index on request relevant to orders

Minimum Requirements:

- Matric
- Minimum 2 years administration experience
- K8 experience

Should you have the necessary skill set, attach a brief CV to: vacancyapplications@bmgworld.net – REF: **Admin Controller – M4332** must be quoted in subject of the e-mail.

All internal applicants are required to complete an **IVAF** form signed off by line manager prior to submitting application.

Closing date for applications –17 May 2024

If you have not received notification regarding your application within 2 weeks, please regard your application as unsuccessful.



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