

## Personal Assistant to the Chief Financial Officer (Ref 72/2018)

The Cape Town International Convention Centre (CTICC) is so much more than just another convention centre. An exceptional centre requires exceptional staff and the culture of the CTICC is one of teamwork, recognition, personal accountability, and service excellence. We understand that it is only our people who make us the success we are and, as a result, we make every effort to ensure that we recruit talented, qualified and enthusiastic team players, who are able to embrace our values, fit in with our culture and recognise the value of hard work in a dynamic exciting environment.

### **The main purpose:**

To provide administrative, secretarial and a financial support function to the CFO in a well-organised and timely manner. A professional who is efficient and open to working in a fast-paced environment might thrive in this career.

**Reporting to the:** Chief Financial Officer

Key Responsibilities but not limited to;

### **Preparation of reports**

- Compilation of documents and preparation for all relevant meetings
- Preparation of high level reports and correspondence – monthly and quarterly
- Typing and editing of documents

### **Office Management**

- Control office supplies orders and budget
- Co-ordinate and follow up on certain projects and reports with all the line Managers
- Resolving company and departmental related queries – externally and internally
- Data processing when required

### **Travel Arrangements**

- Organising foreign exchange requirements for those embarking on company overseas travel

### **Administration**

- Setting up, maintaining and adjusting office systems as well as to ensure efficient general office administration
- Assist with project administration where necessary
- Take departmental and on occasion management minutes and prepare audit committee meeting packs

### **Diary Management**

- Diary management and schedule meetings and appointments accordingly
- Preparing and organising internal and external meetings
- Co-ordinating and scheduling quarterly Audit committee meetings



We are a green conscious convention centre.

## Requirements

### Proven working experience as a personal assistant

- Knowledge of office management systems and procedures
- MS Office and English proficiency
- Outstanding organisational and time management skills
- Ability to multitask and prioritise daily workload
- Excellent verbal and written communications skills
- Discretion and confidentiality

### Skills and Behavioural Attributes

- Attention to detail
- Strong verbal and written communication
- Strong interpersonal skills
- Strong Computer Skills - Microsoft Office is essential
- Ability to prioritise and be organised
- Must be able to remain calm in high pressure situations - high performing environment
- Understanding the role of accounting and accounting principles in the organisation and its impact on the overall financial operation, including its application to reporting, analysis and decision making

### Minimum Qualifications & Experience Required:

- NQF 6 – Finance diploma or certification would be considered an advantage
- 2 years' experience in a corporate environment
- Intermediate/ advanced on MS Office packages

Kindly submit all applications via <http://cticc.cloudrecruit.io/#/> by 17h00 on the 17 October 2018. **Only shortlisted candidates will be contacted.**

The CTICC is committed to Employment Equity and particularly welcomes applications from suitably qualified previously disadvantaged Individuals. Only shortlisted candidates will be contacted.

For more information on the Cape Town International Convention Centre please visit: <https://www.cticc.co.za/>



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