



SOUTH AFRICAN CONSULATE, MUMBAI, INDIA

9th Floor, Towe A, Urmi Estate, 95 Ganpatrao Kadam Marg, Lower Parel (W), Mumbai 400013

RE- ADVERTISEMENT FOR ADMINISTRATIVE OFFICER / ACCOUNTANT POST:

Requirements:

- A minimum of 5 years' working experience in financial management, administrative or managerial capacity.
- Applicants must be in possession of relevant post-school qualification
- Candidate must also be proficient in English & computer literate
- Willing to work long hours/available in short notice to assist in emergency cases
- An understanding of Consulate General/Embassies functions within the host country.

Duties and responsibilities:

- Preparation of monthly expenditure, including reconciliation and cashbook statements.
- Capturing expenditure and receipt vouchers into the system and checking against bank statements
- Compiling monthly expenditure reports per line item and managing the Mission accounts system.
- Preparation of the payments, requisitions, payment advice, and other appropriate bank forms, and checking reimbursement claims in accordance with policy.
- Preparing transfer notes for the bank, cheques and demand drafts.
- Preparation of bank letters, letters to service providers, and other stakeholders.
- Checking the invoice and ensuring that supporting documents are accurate and Complete before payment is processed.
- Preparing local staff salaries and calculating fringe benefits and overtime payments according to the correct format and local legislation.
- Preparation of account reconciliations and monthly, quarterly, and annual financial reports.
- Preparing journal entries and reconciliations for monthly general ledger close.
- Petty cash disbursements and replenishments.
- Prepare monthly management reports for submission to Head Office.
- Preparing for the budget allocation meeting, budget, and cash flow templates.
- Monitoring and implementation of internal controls and petty cash disbursements and replenishments, Compilation and submission of GST.
- Arranging meetings with stakeholders to resolve inquiries related to the outstanding invoices and payments.
- Managing administration relating to the accounts office, maintaining records and filing, and preparing for audits and other queries.
- Office administration and Human Resources Matters

Competency:

- Attention to details & Problem-solving skills
- Financial Management
- Communication skills, proficiency in English and Hindi
- Negotiation skills
- Good interpersonal skills
- Computer literacy (MS Office, etc.)
- High level of confidentiality
- Planning and organization

Salary Package:

INR 364 800 (Basic annual salary) excluding Fringe Benefits

Note:

Applications should be accompanied by a resume (CV), certified copies of education qualifications and Adhaar. **Please indicate post name on the subject line.** Application without these documents and without name of the post mentioned on the subject line of email will not be considered

Closing date: 11 November 2025

no applications will be accepted after the closing date

NB: Previous applicants need not reapply

All applications with CV, copies of the qualifications and Adhaar should be directed to the following:

Email: sacg-adverts@dirco.gov.za

Enquires: Ms T Mahlangu (mahlangut@dirco.gov.za)

Mr S Motloun (motlongsM@dirco.gov.za)