



SOUTH AFRICAN INSTITUTE OF
PROFESSIONAL ACCOUNTANTS

YOUR WEALTH



Collins Sebola Inc.

Real accounting, not accountish.

ACCOUNTING | TAX | CONSULTING | BEE SERVICES

Firm Administrator - Apply Now

Collins Sebola Incorporated, full-service accounting firm with offices in Louis Trichardt, Giyani and Nzhelele, is currently searching for a **Firm Administrator** to join our team.

MAKHADO (LOUIS TRICHARDT)
Head Office
Hanlon building
First floor, Office 1-2
94 Krogh street, 0920
Tel: (015) 516 3535

GIYANI
Branch Office
Maledza Lifestyle Complex
Stand 2176
Section A, 0826
Tel: (015) 812 0743
info@collinssebolainc.co.za
www.collinssebolainc.co.za

PO Box 249
Tshilwavhusiku
0938

The person we are looking for will be an important member of the firm's management team, working closely with the Chief Executive. The Firm Administrator will office in Louis Trichardt, and be involved in all aspects of firm management and operations, including finance/accounting, budgeting, human resources, marketing, strategy, special projects, administration and the management of administrative staff. In addition, he or she will oversee staff recruiting, hiring, discipline and termination.

As a member of the management team, the Firm Administrator attends all staff meetings and strategy sessions, and manages all facets of employee benefit plans.

The ideal candidate will have a qualification in administration and 3+ years' experience as a Firm Administrator in a professional services setting, and exhibit exceptional leadership qualities as well as outstanding written and verbal communication skills.

We are proud of our firm's team, comprised of 11 unique individuals who characterize our firm with their professionalism, intelligence and diverse cultural backgrounds.

Collins Sebola Incorporated is pleased to provide a competitive salary and benefit package to all our team members. Visit the Collins Sebola Inc website at www.collinssebolainc.co.za to learn more about our firm. You may send your CV's or inquiries about this Firm Administrator position to info@collinssebolainc.co.za.

Date of posting - **06 March 2015**

Closing date - **30 April 2015**

Director: Collins Sebola (Professional Accountant (SA), General Tax Practitioner (SA))

REGISTERED
ACCOUNTING
OFFICER