



WE ARE HIRING:

ADMINISTRATION OFFICER: (FINANCE/HUMAN RESOURCES)

Reference: PSSPF – AOFHR-2026

Location	Menlyn, Pretoria
Employment Type	Permanent
Salary	Market Related
Industry	Retirement Fund / Financial Services

ABOUT OUR CLIENT:

Our client is Retirement Fund based in Menlyn, Pretoria. The Fund is committed to sound governance, regulatory compliance and service excellence, and is seeking to appoint a suitably qualified and experienced professional to join the team.

PURPOSE OF THE ROLE:

To provide administrative, financial and HR support to ensure efficient operations within the Finance & Admin function. The role maintains accurate financial and HR records, supports compliance with financial regulations and organisational policies, assists with onboarding and payroll inputs, and ensures effective documentation, reconciliation and audit readiness. The role further supports the Fund's regulatory posture by ensuring finance and HR documentation meets FSCA, audit, labour-law and governance standards, reinforcing operational integrity across the Office of the Principal Executive Officer. This role is foundational in maintaining financial integrity and operational compliance across Fund processes.

COMPETENCIES REQUIRED:

- Knowledge of ledgers, journals, reconciliations, financial documentation, audit trails and compliance standards.
- Knowledge of regulatory documentation and compliant evidence trails for internal and external reviews.

The PSSPF reserves the right not to fill this advertised position. The PSSPF is an equal opportunity, affirmative action employer committed to the achievement and maintenance of representativity (race, gender, and disability). African, White, Coloured, Indian candidates and people with disability are encouraged to apply. All shortlisted candidates will be subjected to background checks.



- Basic understanding of FSCA financial reporting expectations, audit evidence requirements, and governance-aligned documentation standards applicable to retirement funds.
- Knowledge of HR record-keeping, onboarding inputs, leave tracking, benefits administration, personnel file requirements as well as Payroll & HR Data Processes skills.
- Knowledge of preparing schedules, compiling financial datasets and supporting monthly/quarterly reporting cycles.
- Awareness of basic procurement documents, invoice workflows and payment support. Numerical Accuracy & Reconciliation Skills.

DUTIES:

- **Governance, Compliance & Regulatory Administration Support:** Monitor Finance and HR documentation for alignment with FSCA requirements, fund rules, internal control frameworks, POPIA and audit standards. Ensure record-keeping practices meet governance expectations within the Office of the Principal Executive Officer.
- **Reporting & Financial Support:** Assist in receiving and checking financial reports submitted by external service providers. Provide data, analysis and administrative support for financial advisory activities. Support the preparation of monthly, quarterly and annual financial reports.
- **Compliance, Internal Controls & Audit Support:** Assist with audit preparation, including compiling schedules and documentation. Respond to auditor queries in collaboration with the Manager: Finance & Admin.
- **Service Provider, Payroll & HR Process Coordination:** Coordinate documentation flow between the Fund, administrators, payroll service providers and HR stakeholders to ensure timely inputs and accurate processing. Maintain high-quality data inputs to reduce downstream errors in payroll, HR records and financial reporting.
- **Administrative & Operational Support:** Provide administrative support for finance-related queries, reporting and documentation tasks. Ensure proper filing (digital and physical), document organisation and retrieval procedures. Assist with general operational tasks to support Finance and HR processes.
- **Policy & Regulatory Compliance:** Ensure compliance with organisational policies, HR standards and regulatory requirements. Monitor documentation for alignment with internal processes and required legal formats.

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REQUIREMENTS:

- Diploma or Degree in Finance, Accounting, HR Management, Business Administration or related field Technical/ Legal Certification.
- Finance-Related Certifications (Advantageous).
- HR-Related Certifications (Advantageous).
- 2-4 years administrative experience in finance or HR within regulated or corporate environments

FOR APPLICATIONS AND ENQUIRIES:

Please submit your CV, letter of motivation together with certified copies of ID and Qualifications to faith@lenohlahla.co.za. Please state the name of the position you are applying for in the subject line of your email.

Should you not receive a response within four weeks of the closing date, please consider your application unsuccessful.

Closing date: 10 August 2026

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