

VACANCY	
Job title:	Grant Administrator
Type:	Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Temporary <input type="checkbox"/>
Main purpose of the job:	To carry out accounting and administrative duties and maintaining petty cash process.
Location:	Chris Hani Baragwanath Academic Hospital, Soweto
Closing date:	16 October 2025
Submit detailed CV to:	vacancies44@witshealth.co.za
Advert reference number:	Grant Administrator: 03
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

- Adherence to the financial policies and procedures.
- Complete the petty cash requisition voucher and ensure the requisition voucher is signed by the Project Head.
- Complete petty cash advance voucher book.
- Disburse money, store vouchers and ensure the recipient of the money signs for receipt of cash in the Advance Voucher book.
- Attach proof of money distribution (ie: Receipt, reimbursement forms etc.)
- Ensure that petty cash is securely stored in the safe outside of designated usage times.
- Reconcile all daily disbursements, balance cash and vouchers books.
- Investigate any differences, record shortages and surpluses then document the disbursement on the system.
- Submit petty cash reconciliation(s) to WHC for payment.
- Prepare FNB petty cash replenishment form for reimbursement funds
- Arrange the FNB petty cash requisition form to be approved and signed by two project directors, submit the signed requisition to FNB.
- Receive petty cash funds and record the cash received on the log sheet.
- Maintain the set of accounts allocated.
- To assist Grant Management team with adhoc task and loading of internal invoices for payment.

Required minimum education and training

Grade 12 with accounting.

Relevant certificate in Bookkeeping or Finance will be an added advantage.

Required minimum work experience

Minimum 3 years' general administration experience.

Desirable additional education, work experience and personal abilities

- Efficient with Microsoft office (Excel and Outlook)
- Experience is essential in any accounting system and online banking.
- Exceptional organizational and administrative skills.
- Ordered and systematic in approach to tasks.
- Self-motivated, confident & assertive.
- Analytical & meticulous attention to detail.
- Must be adaptable, pro-active, able to prioritize own workload and work towards deadlines.

- Resilient to interruptions.
- Willing & able to work additional hours when necessary.
- Establish and maintain effective working relationships with all WHC staff members at various levels.
- Liaise effectively with suppliers, internal and external stakeholders.
- Must be able to work independently and work as part of a multidisciplinary team.
- Able to provide sound knowledge and advice to stakeholders in fulfilling duties.

Should you be interested in applying for this vacancy, please send an email to vacancies44@witshealth.co.za . The subject heading of the email must read **Grant Administrator:03** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV