

## Administrator

**Position Description:** Financial Administration, Payroll, Insurance & Property Transfers Assistant

**Department:** Finance and Administration

**Reporting To:** Financial & Administrative Managers / Directors

**Location:** The Bellbuoy Group

### Position Summary

The Financial Administration, Payroll, Insurance & Property Transfers Assistant is responsible for providing administrative and financial support across payroll administration, insurance management, property transfer processes, and general financial administration within The Bellbuoy Group. The role requires strong organisational skills, attention to detail, confidentiality, and the ability to manage multiple priorities in a fast-paced property management environment.

The successful candidate will play a key role in supporting the financial and operational functions of the business while ensuring accuracy, compliance, and exceptional service delivery to clients, employees, service providers, and stakeholders.

This role will provide support across multiple divisions within The Bellbuoy Group, assisting where required to ensure the smooth operation of the business. The successful candidate will be adaptable and willing to undertake duties across financial administration, payroll, insurance, property transfers, property management support, and general administrative functions as business needs dictate.

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### Key Responsibilities

#### Financial Administration

- Process creditor invoices and supplier payments.
- Capture and reconcile bank transactions.
- Assist with debtor account management and follow-up on outstanding accounts.
- Prepare and process journals and account adjustments as directed.
- Assist with monthly bank reconciliations.
- Maintain accurate financial records and supporting documentation.
- Assist with the preparation of financial reports and management accounts.
- Process receipts, payments, and allocations.
- Assist with utility recoveries, levy administration, and financial reporting where required.

- Support annual audit preparations by providing requested documentation and schedules.

### **Payroll Administration**

- Assist with the preparation and processing of payroll.
- Maintain accurate employee payroll records and supporting documentation.
- Process payroll-related changes including appointments, terminations, leave, deductions, and benefits.
- Assist with payroll reconciliations and reporting.
- Ensure payroll information is processed accurately and confidentially.
- Assist with statutory payroll submissions and compliance requirements where applicable.

### **Insurance Administration**

- Maintain insurance schedules and policy records.
- Liaise with insurance brokers, insurers, trustees, directors, and property owners.
- Process and monitor insurance claims from inception to finalisation.
- Obtain quotations and supporting documentation as required.
- Maintain accurate records of claims, policies, and correspondence.
- Assist with the preparation of insurance reports and schedules.

### **Property Transfers Administration**

- Assist with the administration of property transfers.
- Liaise with transferring attorneys, estate agents, sellers, purchasers, trustees, and owners.
- Prepare and issue levy clearance figures and related documentation.
- Monitor transfer progress and follow up on outstanding requirements.
- Maintain accurate transfer records and databases.
- Assist with reporting on transfer activity and outstanding matters.
- Ensure all transfer-related documentation is accurately filed and maintained.

### **General Administrative Duties**

- Provide general administrative support to management and team members.
- Answer and direct telephone calls, emails, and correspondence professionally.
- Maintain filing systems, both electronic and physical.
- Prepare, format, and distribute correspondence, reports, notices, and meeting documentation.
- Maintain accurate records and databases.
- Assist with document preparation for trustees, directors, body corporates, homeowners' associations, and clients.
- Monitor office supplies and place orders as required.

- Perform data capturing and record maintenance.
- Provide administrative and operational support across various divisions of The Bellbuoy Group as required.
- Assist team members with ad hoc projects, reporting, client service, and administrative functions to support business objectives.
- Maintain flexibility in undertaking duties outside the core responsibilities of the position where reasonably required by management.
- Support cross-functional collaboration between departments to ensure efficient service delivery and operational continuity.

### **Compliance and Record Keeping**

- Ensure compliance with company policies, financial procedures, and legislative requirements.
  - Maintain confidentiality of all financial, payroll, insurance, transfer, and client information.
  - Ensure records are maintained accurately and in accordance with statutory requirements.
  - Assist with compliance-related administration and regulatory submissions where required.
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### **Skills and Competencies**

- Strong attention to detail and accuracy.
  - Excellent organisational and time-management skills.
  - Strong numerical and analytical abilities.
  - Excellent written and verbal communication skills.
  - Proficiency in Microsoft Excel, Word, Outlook, and accounting software.
  - Ability to work independently and as part of a team.
  - Professional, client-focused, and solution-driven approach.
  - High level of integrity, confidentiality, and accountability.
  - Ability to meet deadlines and manage multiple priorities in a fast-paced environment.
  - Adaptable and able to work effectively across multiple business functions and departments.
  - Willingness to learn new processes and assist in a variety of operational areas as required.
  - Ability to prioritise changing workloads and respond positively to evolving business needs.
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## Qualifications and Experience

### Minimum Requirements

- Matric (Grade 12).
- Previous experience in financial administration, payroll, insurance administration, property management, or a similar role.
- Computer literacy with strong Microsoft Office skills, particularly Excel.

### Advantageous

- Experience within the property management industry.
  - Knowledge of sectional title and homeowners' association administration.
  - Experience with payroll systems and accounting software.
  - Familiarity with insurance claims administration and property transfer processes.
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### Key Performance Indicators (KPIs)

- Accuracy and timeliness of financial processing and reconciliations.
- Effective administration of payroll processes.
- Timely management and resolution of insurance-related matters.
- Efficient administration of property transfer processes.
- Accuracy of records and filing systems.
- Compliance with company procedures and statutory requirements.
- Positive contribution to team efficiency and client service delivery.
- Professional communication and stakeholder engagement.
- Ability to provide effective support across multiple divisions and functions within the business.