



<https://visionsports.co.za/job/finance-administration-lead/>

Finance & Administration Lead

Description

WE'RE HIRING

FINANCE & HR LEAD

Vision Sports & Media (Pty) Ltd

Location: Klerksdorp, North West

Employment: Permanent | Full-Time

About Vision Sports

Vision Sports is a growing South African custom sportswear manufacturer specialising in sublimation sports apparel, teamwear and branded products.

As we enter our next phase of growth, we are strengthening our management structure and seeking an experienced, organised and dependable **Finance & HR Lead** to take ownership of our financial administration, payroll, HR processes and statutory responsibilities.

This is a hands-on position suited to someone who enjoys taking responsibility, building efficient processes and working independently within a busy manufacturing environment.

Key Responsibilities

Finance & Accounting

- Manage daily accounting functions using Sage Accounting.
- Perform bank reconciliations and accurately allocate transactions.
- Oversee debtors, creditors, customer payments and supplier accounts.
- Prepare VAT reconciliations, statutory submissions and supporting documentation.
- Coordinate intercompany transactions and reconciliations.
- Prepare monthly financial and management reports.
- Support cash-flow forecasting, cost monitoring and budget control.
- Liaise with external accountants, auditors and relevant financial institutions.

Payroll Administration

- Manage monthly and hourly employee payroll using SimplePay.
- Verify working hours, overtime, deductions and leave records.
- Administer PAYE, UIF and other statutory payroll obligations.
- Maintain accurate payroll records and employee information.
- Ensure payroll deadlines are consistently met.

Human Resources & Employee Administration

Hiring organization

Vision Sports

Employment Type

Full-time

Beginning of employment

4 January 2027

Duration of employment

Full Time

Industry

Custom Sportswear Manufacturing

Job Location

UNIT 12A,, 4WAYS MART, N12
JOE SLOVO, KLERKSDOR,
NORTH WEST, South Africa

Working Hours

08:00 – 17:00
MONDAY – FRIDAY

Base Salary

R 20000 - R 35000

Date posted

October 19, 2026

Valid through

13.11.2026

- Maintain employee records, contracts and personnel files.
- Coordinate leave, absenteeism and employee documentation.
- Administer disciplinary documentation, warnings and related HR procedures.
- Support managers in following fair employee-performance and disciplinary processes.
- Coordinate applicable bargaining-council requirements and submissions.
- Assist with recruitment administration, onboarding and employee exits.
- Liaise with external labour-relations advisers when necessary.

Administration & Controls

- Improve internal financial and administrative procedures.
- Maintain accurate documentation and record-keeping.
- Establish reliable reporting and deadline-management processes.
- Coordinate finance and HR information across departments.
- Protect confidentiality and uphold strong financial controls.

Minimum Requirements

- Relevant finance/accounting qualification or equivalent substantial practical experience.
- At least **5 years of relevant finance and accounting experience**, preferably with supervisory or end-to-end departmental responsibility.
- Strong working knowledge of Sage Accounting or comparable SME accounting software, with willingness and ability to work in Sage.
- Proven experience with payroll administration and statutory submissions.
- Good working knowledge of South African VAT, PAYE, UIF and employment administration.
- Strong Microsoft Excel skills.
- Excellent organisational, communication and problem-solving abilities.
- Ability to work independently, manage deadlines and maintain confidentiality.

Advantageous Experience

- SimplePay payroll software.
- Manufacturing or production-industry accounting.
- Bargaining-council administration.
- Multi-company or intercompany accounting.
- HR administration and employee-relations processes.
- Experience managing financial administration in a medium-sized business.

The Person We're Looking For

We are looking for someone who takes ownership, works accurately under pressure and doesn't need constant supervision.

The successful candidate should be practical, professional, approachable and confident when dealing with employees, management and external service providers.

This position requires more than processing transactions. It requires someone who can take responsibility for the finance and HR administration function and help build a stronger, more structured business.

What We Offer

- A permanent position within an established and growing South African manufacturing business.
- The opportunity to lead and develop an important business function.
- Direct involvement in strengthening the company's operational and administrative systems.
- A collaborative environment with opportunities for professional growth.
- Remuneration commensurate with qualifications and relevant experience.

Location: Klerksdorp, North West

Salary: Negotiable within the approved recruitment budget

Applications: CV, relevant qualifications and professional references.

Applications close: To be confirmed

Submit applications to: To be confirmed

Only shortlisted candidates will be contacted.