



# Vacancy

## Finance Department

Henley Air, a well-established, helicopter charter company that has provided safe and reliable helicopter-related services to the Southern African market for more than 25 years, herewith invite suitable qualified applicants to apply for in the following position.

### **CREDITORS AND ADMINISTRATIVE CLERK: R150,000 p.a (NEGOTIABLE)**

#### **Job Description :**

We are looking for a young candidate to help us grow in the financial sphere of aviation, to start out as a creditor and administrative clerk, reporting directly to their respective senior. A driven individual who is goal orientated and has the ability to work under pressure and meet strict deadlines. We are a close-knit team, and we are looking to appoint a well-presented, professional team player in the finance department.

#### **Principal Accountabilities:**

- Processing of creditors transactions
- Prepare daily payments documentation
- Reconciliation of supplier accounts
- Administrative tasks e.g., Filing and keeping records in good order
- General Ledger Accounts

#### **Minimum requirements:**

- Matric — (experience in the accounting field will be advantageous)
- Well skilled in Microsoft Office suite especially Microsoft Excel
- English - Business proficient

Our ideal candidate should demonstrate the following behavioural competencies and skill sets:

- Clear and professional communication skills with clients and colleagues on various platforms.
- Time-management and multi-tasking abilities.
- Problem-solving skills and ability to adapt in an ever-changing environment.
- Very strong administrative and work precision.
- Results orientated - has track record for delivering results, takes ownership and is accountable for tasks

Visit our website at [www.henleyair.co.za](http://www.henleyair.co.za) to familiarise yourself with the services and values of our business. Should you feel confident that you adhere to the minimum requirements and can be a valuable asset to our dynamic team, you are invited to submit a copy of your CV and relevant supporting documentation (ie. Registration certificates, education certificates etc, to [hr@henleyair.co.za](mailto:hr@henleyair.co.za) as soon as possible.

**Closing date for applications Friday 05 September 2025**

**To resume position as of 01 October 2025**

**CV and Motivational letter and applicable documentation to be sent to [hr@henleyair.co.za](mailto:hr@henleyair.co.za)**

-Only Suitable Candidates will be considered

-Successful Candidates will be invited for an interview

-If you do not hear from us in 7 days after submitting your CV, please consider your application as being unsuccessful.