



Goedgedacht
Grow Peace
Where rural children come first

VACANCY:BOOKKEEPER

GOEDGEDACHT TRUST IS LOOKING FOR A **BOOKKEEPER**

The Goedgedacht Trust is a rural charitable Trust, situated on a farm 90km north of Cape Town, close to Malmesbury; is looking for an experienced person to perform the function of a BOOKKEEPER vacant in the FINANCE Department. This position will be based on The Goedgedacht Farm.

COMPULSORY REQUIREMENTS:

- Pastel Partner Experience
- +-3 years' experience in the accounts department
- Cashbook to trial balance
- Previous NPO sector experience (is not essential but advantageous)
- Strong Reconciliations skills
- Adequate problem solving skills
- Quick Learner
- Ability to work independently with limited supervision and under pressure

KNOWLEDGE AND SKILLS REQUIRED:

- Mathematical skills
- Logical thinking skills
- Communication skills
- Organisational and Administrative skills
- Honesty and integrity Ability to maintain confidentiality
- Problem solving

KEY PERFORMANCE AREAS:

- Processing Cashbook
- Bank reconciliation
- Processing suppliers invoices on Pastel
- Issuing PO (purchase orders) on Pastel
- Issuing Debtors invoices
- Reconciliation of debtors and creditors
- Checking invoices of suppliers on account and supporting documents
- Following up on outstanding debtors invoices for payment
- Receipting and banking of cash on a daily basis
- Any other reasonable duties which may be required by the Finance Manager.

***PLEASE INDICATE YOUR SALARY EXPECTATION WHEN APPLYING** (*Should you not hear from us within 2 weeks, take into consideration, your application was unsuccessful*)

***POSITION CLOSES 15 March 2019** *Kindly note that free bus transport is available daily from Riebeeck Kasteel & Riebeeck West.*

Email: (Indicate subject title as follows "BOOKKEEPER POST")
application@goedgedacht.org /hrofficer@goedgedacht.org