

# THE GOEDGEDACHT TRUST

Division/Department:	Finance
Location:	Goedgedacht Farm Riebeeksrivier Road Malmesbury, 7299
Job Title:	<b>Bookkeeper</b> <b>REF: FB1024</b>
Start Date:	01 October 2024
Term:	Permanent (3-month probation)
Reports to	Finance Manager

## GENERAL DESCRIPTION

### Role description – purpose of this role

- To strengthen the current finance department.
- To assist in providing accurate, complete, reliable and timeous financial reports to the finance manager and other stakeholders within the organization.

### Key duties and responsibilities

- Capture cash books and reconcile bank accounts.
- Capture supplier invoices.
- Work in a team to ensure all supplier accounts are fully reconciled, before submitting for payment.
- Maintain and reconcile all balance sheet accounts.
- Preparation of bi-monthly VAT returns and reconciliations to SARS for two legal entities.
- Maintenance of fixed asset register.
- Ad-hoc tasks to support the finance team.

## WORK EXPERIENCE REQUIREMENTS

- Proficiency in Sage 50c Pastel Partner.
- Thorough bookkeeping and accounting knowledge and experience, including preparation of books to trial balance and strong reconciliation of balance sheet control accounts.
- Good understanding of accounting principles.
- Knowledge of the VAT Act and related accounting principles.
- SARS e-filing experience will be an advantage.
- Flexibility and ability to work in a team and meet deadlines.
- Non-profit sector experience will be an advantage

## EDUCATION REQUIREMENTS

- Demonstrated ability and aptitude to fulfill the requirements as stated above.
- Matric with accounting as a subject.
- Additional post-matric courses in bookkeeping and accounting will be an advantage.

## NON NEGOTIALBLE REQUIREMENTS

