

WE ARE HIRING!

BOOKKEEPER
DEPARTMENT: FINANCE
REF: FB1024



ROLE DESCRIPTION

- 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 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.

Closing Date: 13 October 2024

🌐 <https://www.goedgedacht.org/vacancies/> - Download application document

✉ Email your CV to hrofficer@goedgedacht.org

Kindly use this reference **REF: FB1024** for the Bookkeeper application when emailing your CV.

WORK 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.

We are a non-profit trust seeking to transform rural communities by providing children and young adults with opportunities to become healthy, self-confident, educated, and skilled members of their communities

TO FIND OUT MORE ABOUT GOEDGEDACHT VISIT WWW.GOEDGEDACHT.ORG