

Job Title	Bookkeeper
Location	Woodmead, Johannesburg
Reports to	Group Financial Manager
Position Description	<p>The Bookkeeper will have to undertake all aspects of financial management which includes; presenting reporting and potential risk areas to senior management and establish and maintain internal controls to support the financial infrastructure.</p> <p>Will need to oversee accounting, financial reporting, analysis and preparation of the consolidated financial statements, including schedules for tax compliance and ensure policies and procedures are in compliance with professional standards and legal regulatory requirements.</p>
Requirements	<ul style="list-style-type: none"> • Matric / Senior Certificate + Tertiary Diploma / Degree in Accounting or relevant field • At least 3 years' experience in a similar role • Experience using an Accounting Package; SAP or Pastel will be advantageous • MS Excel experience • Budgeting experience • Withholding taxes experience (added advantage) <p>Other Skills:</p> <ul style="list-style-type: none"> • Organizational – High, Methodical, Compliant, Structured Approach, Task Orientated • Interpersonal – High, Professional Communicator with Clients, Consultants, Vendors, other parties and Management. Friendly but firm • Mathematical Skills – Good • Reliability, discretion and confidentiality – Very High
Responsibilities	<ul style="list-style-type: none"> • Monthly Management Accounts and Reports – including monthly provisions, accruals, etc. • Creditors Management and Processing • Cash book Management and processing in Bank and SAP / Pastel • Manual preparation of daily cash flows • Statutory returns • Oversee Debtors and Customer Invoicing • Fixed Asset Maintenance • Daily data backups • Awareness and adherence to Company policies and procedures • Manage, develop and lead employees in work team
Key Attributes	<ul style="list-style-type: none"> • Strong communication skills both written and oral • Strong administrative and organizational skills • Can work independently and works well under pressure • Deadline-driven • Excellent problem-solving skills • Time management skills and punctual
HR contact details	Lynette du Plessis Recruitment Officer lynetted@seidorafrica.com