



JOB DESCRIPTION

REFERENCE NUMBER: EP562
JOB TITLE: Bookkeeper/Accountant
LOCATION: Pretoria
REMUNERATION: Market related

KEY RESPONSIBILITIES: **The Bookkeeper will be responsible for:**

- **Creditors/Purchases**
 - Assisting to implement Job Costing
 - Authorising Payments
- **Debtors/Receipts**
 - Raising a sales order
 - Debtors Reconciliations
 - Following up on Debtors
 - Debtors Analysis
 - Debtors Queries
 - Update cashbook on a daily basis.
 - Allocate payments to GL and creditors accounts.
 - Update debtors' accounts with receipts.
 - Bank reconciliation, weekly
 - Maintain cashbook and bank reconciliation file.
- **Financial Reporting**
 - Monthly Reporting SAP
 - Monthly Reporting Pastel
 - Monthly Reporting HFM
 - Preparing Annual Financial Statements
 - Balance Sheet Reconciliation
 - Ensure all systems are accurate (HFM,Pastel, SAP)
- **Fixed Assets**
 - Fixed Assets Register
 - Fixed Assets Recon
 - Prepare monthly CAPEX Schedule
- **Other**
 - Management Accounts
 - Ad hoc duties as required form time to time by management

SKILLS AND ATTRIBUTES REQUIREMENT:

- Ability to carry out detailed/repetitive tasks in the absence of a support staff.
- The ability to maintain high standards of compliance (financial / legal / risk).



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EDUCATION / EXPERIENCE:

- Ability to focus on practicalities and concentrate on the details of a matter.
- B.Com Degree in Accounting (Honours preferred, but not essential).
- A minimum of 3 years financial reporting experience is essential as is SAP Experience. Candidates must have a sound knowledge of Pastel and VIP.

To apply please send a comprehensive CV and letter of motivation quoting reference number **EP562** to info@talenting.co.za.