

Trainee Bookkeeper X 2

Job description

- Processing invoices, receipts and payments
- Completing VAT returns
- Preparing invoices for SARS and act as liaison officer on matters affecting the client's tax affairs.
- Checking company bank statements and preparing various recon reports
- Preparing cash flow statements
- Maintaining a filing system for all source documents and other relevant documentation
- Performing secretarial duties and compliances function in term of Company's Act.
- General administration work

Minimum Academic Requirements

Grade 12 Certificate with a two year diploma in Accounting or Financial Accounting as a major. Preference will be given to individuals with ICB qualification. A higher qualification will be an added advantage.

Personality Traits

Apart from flair with numbers, the incumbent is expected to develop or demonstrate the following skills help become a good bookkeeper:

- An ability to work quickly and accurately
- Good concentration
- An eye for detail
- An ability to work to deadlines
- Good computer skills (especially with databases and financial software)
- An honest, discreet and trustworthy individual

The successful incumbent must be a self-starter who is able to exercise sound judgment and appreciate the role which our services fulfill in the entrepreneurial pursuit of our clients. The incumbent will be expected to be results driven and be able to work under a great deal of pressure.

Close date: 15 October 2014

Send your CV and copies of your qualifications to careers@beyond2010.co.za