

ACCOUNTANT/BOOKKEEPER

There is a vacancy for the position of Accountant/Bookkeeper at Methodist Homes Garden Village in Bordeaux Randburg

- * Full function to preparation of monthly management accounts and reporting there on.
- * Sage Evolution accounting and experience in Excel and MS Word essential.
- * Applicants must be able to proactively assist the Manager with implementation of controls and development.
- * Applicants must be a qualified Accountant or Bookkeeper with at least 5 years' experience.

Duties will include:

- Preparation of monthly management accounts and reports.
- Supervision of relevant office staff and external contractors.
- Filing of all statutory returns.
- Preparation of the annual budgets.
- Assist in the preparation of the Annual Financial Statements.
- HR administration

Working days Mon - Fri.

Applicants are invited to send a CV to :
The Manager (ref-GV/acc19)

Closing date – 23 April 2019

Or E-mail gv.manager@mha.co.za



Methodist Homes

Providing affordable, secure and caring accommodation and services to the elderly