



**Methodist Homes**

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

## HALF DAY BOOKKEEPER

There is a vacancy for the half day position of Bookkeeper at Methodist Homes

- \* Full function to preparation of monthly management accounts and reporting there on.
- \* Pastel 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 and experienced Bookkeeper.
- \* Must have drivers licence and own vehicle.

Duties will include:

- Preparation of monthly management accounts and reports for two small retirement villages.
- Filing of all statutory returns.
- Assist with the preparation of the annual budgets.
- Assist in the preparation of the Annual Financial Statements.

Working days Mon - Fri. 5 hours a day.

Work will be done at 2 different sites (Roosevelt Park, Montgomery Park)

Applicant will be responsible for travel to these sites.

Applicants are invited to send a CV to :

The HR Manager(ref-BK 2018)

E-mail [hr@mha.co.za](mailto:hr@mha.co.za) or Fax: (011) 886-4993

Closing date – 18 April 2018