

BOOKKEEPER

There is a vacancy for the position of Bookkeeper at Eddy House in Benoni.

Qualifications:

Qualified Bookkeeper/Accountant with at least 5 years' experience.

Proficient in Microsoft Office and Excel.

Proficient in Sage Evolution Computerised Accounting System.

Duties and responsibilities:

- * Full bookkeeping function.
- * Maintain a full set of books using Sage Evolution Accounting System.
- * Monthly Payroll.
- * Preparation of monthly management accounts and reporting there on.
- * Applicants must be able to proactively assist the Manager with implementation of controls
- * Preparation of invoices and management of debtors.
- * Managing Creditors and processing supplier reconciliations.
- * Bank Reconciliations.
- * Analysis and reporting on variances.
- * Filing of all statutory returns.
- * Preparation of the annual budgets.
- * Preparation for all internal and external audits.
- * Assist in the preparation of the Annual Financial Statements.
- * Payroll and HR administration including leave administration.
- * Maintenance of asset register

Special Conditions/Requirements:

1. High level on accuracy and attention to detail
2. Must have good interpersonal skills and be able to liaise and work with all personnel, residents, families, and visitors.
3. High ethical standards
4. Must always maintain confidentiality.
5. Must maintain standards of organization and be professional at all times.
6. Must practice good time keeping and ensure courteous and professional behaviour at all times.
7. Must be able to work under pressure due to a variety of tasks.

Working days Mon - Fri. 8 hours a day

Applicants are invited to send a CV to:

The Manager (ref-EH/BK-24)

E-mail eddy.manager@mha.co.za

Closing date – 08 August 2024



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