

October 2022

VACANCY: JUNIOR BOOKKEEPER

We are a well-established and reputable events agency based in Cape Town. We are seeking a Junior Bookkeeper that is deadline driven with 1-2 years' experience in a similar role.

The Junior Bookkeeper will capture and process financial information and provide direct financial and ad hoc administrative support to the Director and Financial team.

RESPONSIBILITIES OF THE ROLE

Full bookkeeping function, including the following:

- Daily / weekly cashbook allocations and completion of monthly bank reconciliations
- Cash Flow Management
- Assisting with Annual Audits queries
- Assist in preparations of Annual Budgets
- Debit Order Runs
- Reconciling of Suspense and Control Accounts
- Capturing of supplier invoices
- Capturing / issuing customer invoices
- Follow up on customer payments
- Monthly reconciliations of control accounts
- Supporting director with administrative functions
- Filing of finance documents
- Various reports as required
- Ad hoc duties as requested
 - Staff travel management and bookings - local and abroad.
 - Stationery ordering
 - Vehicle registration compliance

VALUES & BEHAVIOURAL REQUIREMENTS

- Customer Focused & Quality Service
- Clear Communication
- Structured
- Accountability and Responsibility
- Positive & Can-Do Attitude
- Excellent Customer Service Skills
- Flexibility required when presented with ambiguity within an ever changing environment



▪ **QUALIFICATIONS & EXPERIENCE:**

- Completed / studying towards B Comm or equivalent
- High attention to detail
- Good oral and written communication skills
- Advanced knowledge of Excel
- 1-2 years' experience
- Comfortable taking instructions and delivering on them
- Knowledge of event planning and event project management processes (beneficial)
- Excellent administrative skills
- Exceptional planning and organisational skills, positive attitude, patience, and persistence
- Own vehicle and valid driver's license (preferred)
- English speaking

Computer Literacy:

- Strong IT skills including the MS Office suite (MS Word, Excel, PowerPoint)
- Proficiency in SAGE

To apply, please email your Cover/Motivation Letter along with your and most updated Curriculum Vitae, with contactable references to:

Human Resources

Mrs. Jaci Harrison

jaci@one39central.com

