

## Vacancy

### Bookkeeper : Cape Town

<b>Reporting to</b>	Regional Manager: Cape Town
<b>Job Purpose</b>	To complete the full bookkeeping function from source documentation to monthly management accounts of the Black Umbrellas Cape Town Incubator as well as for the SMME Clients businesses in the Incubator. Supervise and coordinate the financial activities required from the Client businesses in the Incubator. Verify completeness and accuracy of financial submissions, computations, and records to ensure that all priorities and deadlines are met.
<b>Key Results Areas</b>	<ul style="list-style-type: none"><li>➤ Interact with client SMME members on the programme regarding source documents, variances to budget, and the business plan;</li><li>➤ Capture monthly transactions from the source documents submitted by the Client businesses in the Incubator;</li><li>➤ Participate in one on one monthly meetings with the SMME clients on the programme regarding input about their monthly financial performance and progress with BU strategic objectives;</li><li>➤ Capture and file minutes of meetings for all monthly one on one meetings;</li><li>➤ Collect and capture information from client workbooks on a monthly basis onto the accounting system for BU compliance reporting;</li><li>➤ Interpret and draft monthly management accounts for the Client businesses;</li><li>➤ Assist with the payroll, IRP5 certificates for all employees of the Client businesses;</li><li>➤ Assist SMME clients with the preparation of all statutory returns and ensure that these are paid by the required deadlines;</li><li>➤ Maintain financial records and prepare general ledger accounts for the Cape Town Incubator and ensure that all recordkeeping is done correctly;</li><li>➤ Record the annual budget for the Cape Town Incubator in the accounting software;</li><li>➤ Maintain Asset Registers for the Cape Town Incubator;</li><li>➤ Prepare monthly management reports for the Cape Town Incubator including balance sheet reconciliations, income statement with budget variance analysis and all other supporting reconciliations;</li><li>➤ Issuing monthly invoices and statements to all SMME clients on the Cape Town Incubation programme including follow up of outstanding accounts and escalation of non-payment to the Regional Manager where applicable;</li><li>➤ Coordinate the Incubator supplier payment process and prepare monthly payment requisitions for authorization and payment;</li></ul>

- Ensure compliance with tax, jobs fund and other regulatory requirements including the Black Umbrellas programme requirements;
- Maintain an organised filing system;
- Ensure that timeous, accurate and reliable financial information is produced for both Black Umbrellas and the Client businesses.

#### **Education, Skills, Knowledge and Experience**

- Matric
- Diploma or National Diploma in Accounting or equivalent (Accounting degree would be an added advantage)
- Minimum 2 years working experience as a Bookkeeper
- General accounting system knowledge - various accounting systems
- Working knowledge of relevant legislation
- Advanced knowledge of Excel and proven track record in use thereof
- Good verbal and written communication skills

#### **Please note**

Interested employees who meet the above requirements must forward their CV to Human Resources at: [jobs@blackumbrellas.org](mailto:jobs@blackumbrellas.org)

**No late applications will be accepted**

**Closing date for applications: 11 February 2020**