

CAREER OPPORTUNITY

Role Description	
Job Title	Head Office – Senior Bookkeeper
Business Unit	Shanduka Black Umbrellas
Location	SBU – Sandton Office
Job Summary	
Education	Diploma/National Diploma/Degree in Accounting or equivalent
Experience	<ul style="list-style-type: none"> • A minimum of 5 years NGO/NPO work experience in a similar position. Candidates must be familiar with IFRS/GAAP • The candidate is expected to perform a full range of professional bookkeeping assignments • General accounting system knowledge – various accounting systems • Working knowledge of relevant legislation e.g. FICA • Advanced knowledge of Excel and proven track record in use thereof • Good verbal & written communication skills
Conduct	<ul style="list-style-type: none"> • To behave in a professional manner at all times, reflecting and maintaining the values and ethos of the organisation and generating a positive image of the organisation • To adhere to all the organisations' policies and procedures to ensure that these are maintained at all times
Duties:	
<ul style="list-style-type: none"> • Capture monthly cashbook on accounting application system • Prepare monthly bank reconciliation • Process monthly standard and adhoc journals • Process debtors and creditors invoices • Prepare monthly creditors accounts reconciliation • Verify and consolidate incubator debtors' reports • Prepare incubator monthly inter-branch payment schedule • Record all budgets in the accounting software • Ensure that the recordkeeping is done correctly • Maintain Asset Registers • Maintain financial records and prepare general ledger accounts • Prepare all requisitions and ensure that these are paid by the required deadlines 	

- Prepare all income statement and balance sheets supporting reconciliations
- Ensure that timeous, accurate and reliable financial information is produced for Shanduka Black Umbrellas and Black Pages
- Maintain an organised filing system
- Prepare any other additional reports that may be requested

Please send you application to:

Name	Thabo Palo
e-mail address	thabo@blackumbrellas.org
Office Contact	011 592 6409
Office Fax	
Closing Date	Friday 18 th August 2017