

## INTERNAL ADVERTISEMENT VACANCY

### *Subsidiary Bookkeeper*

*SBGA2012*

The above vacancy exists within the Finance Department reporting to the Group Financial Manager. The purpose of the job is to ensure maintenance of all accounts within some of the Subsidiaries. The ideal candidate will be someone who has successfully completed Matric with a BComm Accounting degree or relevant diploma and 2-3 years bookkeeping experience.

#### **Key Performance areas:**

- Invoicing tenants, reconciling tenant accounts etc
- Processing and allocation of all creditor/supplier invoices
- Reconciliation of creditor statements and all general ledger reconciliations
- Maintenance and reconciliation of intercompany accounts
- VAT
- Maintaining the fixed assets register and all other journal entries
- Assisting subsidiary accountant
- Ad hoc tasks

#### **Minimum requirements:**

- Sound accounting & administrative skills
- Must have a good affinity for figures;
- Competent PC skills, including working knowledge of Word Processing and Spreadsheet packages as well as the Accpac system
- Knowledge and experience of capturing transactions (subledger and general ledger)
- Excellent knowledge of generally accepted accounting practices and standards (IFRS)
- Accuracy and attention to detail is an essential requirement

#### **Core Competencies:**

- Team player
- Numerical ability
- Quality orientated, result focused
- Problem solving

Applicants not quoting the job reference number, might not be considered.