

VACANCY NOTICE

INTERNAL AND EXTERNAL ADVERT:			
Position	Senior Bookkeeper	Reports to	Financial Manager
Location	12 8 th Avenue Walmer Gqeberha	Department	Finance
Type of Contract	Fixed Term	Number of positions	One
Date of Vacancy	16 March 2026	Closing Date	20 March 2026
PURPOSE OF THE JOB			
To provide hands-on financial management support to the organisation and associated entrepreneurs, ensuring accurate accounting, regulatory compliance, financial reporting, and process improvement. The role includes mentoring and training team members and entrepreneurs, implementing effective financial systems, and supporting audit and compliance activities.			
REQUIREMENTS			
<ul style="list-style-type: none"> • Bachelor's Degree or Diploma in Accounting, Finance, or a related field. • 4–7 years' experience in financial management, bookkeeping, or SME financial support. • Experience working with accounting systems such as SAGE Evolution, Xero, QuickBooks, Pastel, ERP or similar systems. • Strong proficiency in Microsoft Excel. • Knowledge of statutory compliance requirements including SARS and Department of Labour regulations. • Experience in training or mentoring interns, trainees, or entrepreneurs will be advantageous. • Strong analytical, organisational, and financial reporting skills. 			
WHAT WE OFFER			
<ul style="list-style-type: none"> • A monthly retainer based on agreed hours and outputs. • Flexibility to work around your own business and personal schedule. • The opportunity to make a real impact in the creative entrepreneurship space. • A supportive, values-driven team environment. 			
RESPONSIBILITIES			
Financial Accounting & Reporting			
<ul style="list-style-type: none"> • Prepare monthly income statements, balance sheets, and cash flow statements. • Maintain general ledgers and ensure accurate recording of financial transactions. • Conduct monthly bank reconciliations and resolve discrepancies. • Provide financial commentary to management on trends, risks, and financial performance. 			
Budgeting, Forecasting & Performance Monitoring			
<ul style="list-style-type: none"> • Assist with preparation of operational and capital budgets. • Monitor monthly expenditure against budgets and report on variances. • Maintain budget tracking files for organisational departments and projects. 			
Audit, Compliance & Regulatory Support			
<ul style="list-style-type: none"> • Prepare documentation and files for internal and external audits. • Ensure compliance with tax submissions, VAT, PAYE, and statutory filings. • Maintain a compliance calendar for financial submissions and regulatory deadlines. 			
Financial Systems & Process Improvement			
<ul style="list-style-type: none"> • Develop financial tools and templates to improve financial processes. 			

- Review and recommend improvements to financial systems and business processes.
- Ensure financial systems remain operational and updated.

Accounts Management

- Oversee creditor payments, payroll administration, and debtor collections.
- Maintain fixed asset registers and inventory records.
- Ensure financial transactions are reconciled within the required timeframes.

Training & Team Development

- Provide financial training and coaching to interns, trainees, and entrepreneurs.
- Conduct regular financial literacy sessions covering budgeting, compliance, and reporting.
- Maintain training records and monitor progress of trainees and entrepreneurs.

Administration & Record Keeping

- Maintain accurate financial filing systems and documentation.
- Prepare correspondence, reports, and financial documentation as required.
- Coordinate finance-related meetings and ensure timely submission of financial reports.

OTHER / BEHAVIOURAL COMPETENCIES

- Accountability & Ownership
- Attention to Detail & Accuracy
- Analytical Thinking & Problem-Solving
- Integrity & Confidentiality
- Communication & Collaboration
- Initiative & Innovation
- Organisation & Planning

Appointment/s will include the principles of Employment Equity.

We encourage applications from women, persons with disabilities, and individuals from diverse backgrounds.

Due to the high volume of applications, only shortlisted candidates will be contacted. If you have not heard from us within 30 days, we regret to inform you that your application has not been successful.

APPLICATIONS TO <https://forms.gle/JdpB1ntfTAzsVUZn7>

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