



Vacancy: Bookkeeper | Two Positions

MIET AFRICA, a regional NGO working in education development, requires **Two Bookkeepers** on a 12-month fixed term contract. The successful applicant(s) will be based at MIET AFRICA's head office in Durban, South Africa.

Requirements

- A completed qualification in Accounting or related field.
- 5 years' experience in Pastel Accounting (including trouble shooting).
- Basic knowledge of SARS statutory returns compliance.

Key Responsibilities

- Full creditors and debtors' functions, including monthly reconciliations.
- Cashbook capturing.
- Administer the staff claims system ensuring various deadlines are adhered to and that calculations are accurate and claims are correctly processed.
- Checking purchasing procedures from receipt of quotes.
- Processing of purchase notes as well as receipt of delivery notes and invoices.
- Processing of payments.
- Assisting Senior Bookkeeper/s with outstanding orders and follow-ups.
- Creditors reconciliation.
- Maintain staff advance files reflecting all movements accurately so that each staff member's file is an accurate, complete and correct record at all times.
- Journal capturing.
- Staff travel and advance account reconciliation.
- Manage petty cash.
- Liaison with external suppliers.
- Ensure all filing is kept up to date in a systematic manner.
- Maintain a file of invoices for capital expenditure.
- Assist the Senior Bookkeepers with funder financial reports.
- Ad hoc support to Finance Department and other tasks as and when required depending on operational requirements.

Interested applicants should email:

- 1) A letter of application, clearly stating 'Bookkeeper'
- 2) Curriculum Vitae (CV)
- 3) Copy of ID or passport
- 4) Copy of latest salary slip (if applicable)
- 5) Copy of qualifications

To: desere@miet.co.za

Note:

Incomplete applications will not be considered.

MIET AFRICA reserves the right not to fill the post or to re-advertise to widen the pool of applicants.

The salary package will be discussed with the successful candidate.

Closing date for submission: Tuesday, 26th April 2022.

Kindly note should you not be contacted within two weeks, please consider your application unsuccessful.

We respect your right to privacy and therefore aim to ensure that we comply with the legal requirement of the POPI Act which regulates the manner in which we collect, process, store, share and destroy any personal information which you have provided to us.

We have updated our privacy policy according to, and in compliance with, POPIA. The personal information that we collect depends on the context of your interaction with us, the choices you make and the products and features you use. We are committed to protecting your personal information and your right to privacy. Our updated policy can be viewed at www.mietafrica.org