



Vacancy | Bookkeeper | Temporary

Durban | Immediate Start

MIET AFRICA, a regional NGO working in education development, seeks to employ a suitably qualified Bookkeeper in a temporary position, until end January 2025.

The successful candidate will be based at MIET AFRICA's head office in Durban, South Africa for the duration of their contract. The candidate must be able to start immediately.

Key roles and responsibilities:

- Full creditors' and debtors' functions, including monthly reconciliations
- Journal capturing
- Cashbook capturing
- Administering staff claims system, ensuring various deadlines are adhered to, that calculations are accurate, and claims are correctly processed
- Staff travel and advance account reconciliation
- Liaising with external suppliers
- Checking purchasing procedures from receipt of quotes
- Processing purchase notes as well as receipt of delivery notes and invoices
- Processing payments
- Assisting senior bookkeeper/s with outstanding orders and follow-ups, and funder financial reports
- Maintaining staff advance files reflecting all movements accurately so that each staff member's file is an accurate, complete, and correct record at all times
- Ensuring all filing is kept up to date in a systematic manner
- Maintaining a file of invoices of capital expenditure
- Ad hoc support to the finance department and other tasks as and when required

Minimum requirements:

- A qualification in accounting, bookkeeping or related field
- Three years of relevant bookkeeping experience
- Experience with Pastel Accounting (including troubleshooting) will be advantageous
- Basic knowledge of SARS statutory returns compliance

Interested applicants should email the following to: jerome@miet.co.za

- 1) A letter of application, clearly stating "**Bookkeeper**"
- 2) Curriculum Vitae (CV)
- 3) Copy of ID or passport (and work permit if applicable)
- 4) Copy of latest salary slip (if not employed with MIET AFRICA currently)
- 5) Copy of the following qualifications:
 - Grade 12/matric certificate or equivalent
 - Other relevant qualifications/certificates

Please 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 and duration of the contract will be discussed with the successful candidate/s.
- **Closing date for submission is 22 November 2024. No late applications will be accepted.**
- 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