

Job Description Template

Ref. No	T 035
Revision	1
Approval date	29-04-2024
Approved by	L. Kenosi
Pages	1 of 3

JOB DESCRIPTION

JOB TITLE	Bookkeeper	Grade	
DEPARTMENT	Support Services		
LOCATION	Roodepoort		
NUMBER OF INCUMBENTS	NIL		
INCUMBENT NAME	NIL		
MAIN JOB PURPOSE:	Perform all operational and monthly accounting and finance activities. Implement and maintain sound financial internal controls. Perform Administrative activities.		

KNOWLEDGE AND EXPERIENCE REQUIRED

<u>Education</u>	Bachelor's degree or National Diploma in Accounting/Finance. Post grad qualifications advantageous.
<u>Experience</u>	5 years as Senior Financial Administrator or 3 years as a Bookkeeper or Junior Accountant. Experience in a mechanical engineering/HVAC environment advantageous.
<u>Additional requirements</u>	Experience with Sage Accounting and Sage HR/Payroll Proficiency in MS Office with Advance Excel

KEY RESPONSIBILITIES OF THE JOB

Complete daily/monthly financial deliverables	Input and process day-to-day accounting transactions. Develop and maintain the company's chart of accounts. Control and account for day-to-day income and expenditure. Maintain subsidiary accounts by posting, verifying, and allocating transactions. Maintain a balanced general ledger and close by 3 rd of each month. Reconcile accounts and general ledger. Resolve account discrepancies and perform account reconciliations continuously. Process and reconcile purchase orders. Prepare and process all third party invoices. Generate client invoices daily. Manage debtors book. Manager creditors book. Review and process employee reimbursements
Prep and submit Tax returns	Prepare, process and submit payment for PAYE, UIF and SDL. Prepare, process and submit payment for monthly VAT returns. Prepare and submit provisional company tax. Prepare and submit income tax.
Administer payroll	Prepare and process payroll for sign off. Administer payroll by deadline. Reconcile payroll with the general ledger. Resolve payroll queries within reasonable time on allocated days.

Job Description Template

Ref. No	T 035
Revision	1
Approval date	29-04-2024
Approved by	L. Kenosi
Pages	2 of 3

Compile monthly and annual reports	Compile monthly management accounts. Analyse monthly management accounts and provide the CEO with a report identifying variances, risks and achievements. Prepare and submit trial balance to accountants.
Manage budgets and forecasting	Compile annual budgets and manage yearly budgets. Upkeep, update and review monthly budgets and forecasts. Provide analysis, highlighting risks and achievements to CEO.
Administration and Compliance	Maintain the company's good standing and compliance with all relevant statutory bodies. Develop and implement effective and risk mitigating internal controls. Upkeep of all administration and filing as per company requirements. File annual returns on CIPC. Upkeep and maintain the company asset register. Maintain good supplier/third party relationships and address queries accordingly. Keep track of office supplies and purchases. Provide administrative support to project staff and management. Keep abreast of regulatory requirements and best practices in financial administration.

KNOWLEDGE AND SKILL

Accounting and finance skills	Excellent communication skills (written and verbal)
Interpersonal skills	Administration skills
Tax knowledge	Business ethics
Reporting writing skills	

COMPETENCIES REQUIRED FOR THE JOB

Interpersonal and Relationship Building	Planning and organising
Analytical thinking	Stakeholder management
Attention to detail	Business Acumen
Effective problem solving	Accountability

VALUES

JOB DESCRIPTION DISCUSSED AND AGREED – SIGNATURES

Employee's name:		Manager's name:	
Employee's number:		Manager's number:	
Employee's signature:		Manager's signature:	
Date:		Date:	

BOLENG

HVAC & R Air Conditioning Ventilation LP Gas

Mechanical
Engineering Services
& Consulting

Job Description Template

Ref. No	T 035
Revision	1
Approval date	29-04-2024
Approved by	L. Kenosi
Pages	3 of 3