

## BOOKKEEPER VACANCY IN DELFT, CAPE TOWN

### Full time Employment

HOPE Cape Town is seeking a detail-oriented and highly skilled Bookkeeper to join their Team based in Delft. The successful candidate will be responsible for providing accurate, up-to-date financial information relating to cashbook, debtors and creditors.

#### About the Organisation

##### *Mission*

HOPE Cape Town strives to improve the quality of life of children and families affected by HIV, social challenges and related conditions and assist them to reach their full potential.

HOPE Cape Town is a longstanding purpose-driven non-profit organisation with its headquarters at The Nex-Indawo Yethu campus in Delft.

Our strategy focuses primarily on holistic and preventative health interventions as well as education at all levels, ranging from excellence in early childhood development to vocational education and training. In addition, we believe that it is imperative to find ways of protecting the future sustainability of both people and natural resources. Hence, we continue to invest in programmes that empower young people by focusing on education, youth and community development, and the environment.

#### About the Job

The Bookkeeper is responsible for delivering financial support and assistance primarily to the Accountant and Senior Staff within the HOPE Cape Town Organisation. Responsibilities include

- Scrutiny of invoices and payment template calculations, verifying of internal capture codes and loading payments in the banking online system. Emailing of proof of payments.
- Filing of invoices and bank statements.
- Managing and reconciling of petty cash box and capturing transactions in Pastel Accounting.
- Managing creditor payments
- Processing and reconciling debtors accounts. Follow-up on outstanding accounts.
- Processing transactions in Pastel Accounting and reconciling of bank statements and ledger accounts.
- Maintaining the Fixed Assets Register and stock verification.
- Payroll capturing for internal codes; keeping HR files up to date.

Any other ad hoc finance duties as required by the accountant

## Requirements

- Accounting/Bookkeeper Diploma or relevant qualification.
- 3 years' bookkeeping experience preferably in the NGO sector.
- Proven experience in a similar role.
- Strong knowledge of Generally Accepted Accounting Principles (GAAP) and procedures
- Experience with Pastel Partner Accounting Package and Sage Payroll Systems essential.
- Proficient in Excel.
- Accurate and excellent attention to detail.
- Proficient in written and verbal English.
- Adherence to financial deadlines.
- Excellent time management skills.
- Good team player as well as having the ability to work independently.
- Flexibility and adaptability to work in a fast paced and fluid environment.
- Reliable transport
- No criminal record

Interested candidates must send an updated CV with contact details of three work-related referees to MaraisButton & Associates. Email: [annelie@maraisbutton.co.za](mailto:annelie@maraisbutton.co.za)

Contact will only be made with shortlisted candidates.