

VACANCY: BOOKKEEPER - Masiphumelele, (Fish Hoek) Cape Town

Masicorp works with the people of Masiphumelele, as well as key partners, offering opportunities through education helping individuals to uplift themselves out of poverty and work towards a sustainable livelihood. Focusing on the township of Masiphumelele (a community of between 40 000 and 50 000 people), Masicorp runs various education and skills development programmes for this community as a route out of poverty. The focus is on ECD initiatives for children aged 0-6, Maths, Science and English Learning Labs at Primary School Level, and adult & youth skills development programmes.

Masicorp seeks to appoint a **Bookkeeper**, for the Financial Department.

Duration: 1 year contract

Duties and responsibilities

- Post and reconcile cashbooks
- Create Invoices in pastel
- Loading payments on the bank
- Provide ongoing support to all Programme managers and deal with day-to-day queries
- Review and distribute monthly project income and expenditure statements to all programme Managers and post and correct any changes as per the programme manager and managing director's directive
- Capturing & reconciliation of petty cash, debit cards.
- Filing & maintenance of financial records.
- Assist during audit
- Processing payroll on SAGE
- Responsible for the statutory submission of EMP201 (PAYE, UIF, SDL)
- Submission of bi-annual EMP501 returns
- Capturing payroll journal in pastel
- Ensuring that all or major suppliers' agreements are filed

Qualification & knowledge

- A tertiary qualification of at least 3 years (e.g., National Diploma, B. Com, or equivalent) with 3 years of experience OR 3+ years of relevant experience at the Bookkeeper level for candidates without a minimum 3-year tertiary qualification.
- South African Citizen or an incumbent who possesses a valid work permit
- Able to commute and work in Fish Hoek, Monday to Friday, 8:30 am to 4:30 pm
- Proficient in Excel; experience with Pastel accounting systems preferred
- Experience within the NGO industry is an advantage

Suitable candidates are invited to send a motivation letter highlighting suitability to the role, a CV in Word format and contact details of three work related referees to

rudayba@maraisbutton.co.za

Contact will only be made with shortlisted candidates.

Closing date: Sunday 24th March 2024