

BOOKKEEPER

Full-time / 40 hours per week / LIONSROCK, BETHLEHEM, FREE STATE

FOUR PAWS is the global animal welfare organization for animals under direct human influence, which reveals suffering, rescues animals in need and protects them. Find out more about our sustainable campaigns and projects on www.four-paws.org.

Would you like to contribute to something meaningful and work with us along our mission? This is your chance. We are looking for dedicated people to enrich our team.

Your contribution will be

- Recording day-to-day financial transactions and ensure that the transactions are recorded accurately and completely. Checking invoices, quotes, statements and upload invoices for payment.
- Processing bank statements, payroll transactions and matching invoices to payments in a timely manner
- Assisting with the preparation of the weekly payments
- Assisting with the monthly bank, VAT, petty cash and supplier reconciliations
- Taking care of the physical stock counts and asset verifications
- Being responsible for all general financial administration, documentation and filing
- Performing any other reasonable tasks assigned by direct line manager (including general admin tasks, receiving deliveries etc).

Your profile ideally illustrates

- Relevant years of experience working in the accounting field
- Grade 12 and further qualifications in bookkeeping or accounting
- Competence with all aspects of bookkeeping
- Proficiency and experience in digital accounting platforms, including relevant accounting programs and Microsoft Office suite
- Ability to work well in a team environment
- A valid driver's license
- Great affinity to animal welfare and FOUR PAWS vision and mission.

Our offer includes

- The opportunity to truly contribute to global animal welfare
- A multinational team with the spirit of being ONE FOUR PAWS
- An animal friendly workplace with a dynamic and pleasant job environment
- A modern leadership culture and promotion of training measures
- We are dedicated to the principles of diversity, equality, and inclusion.

Suitable candidates are invited to email a motivation letter highlighting your suitability to the role, a CV in **Word** format and contact details of three work related referees to rudayba@maraisbutton.co.za

Closing date for applications: Wednesday 19th November 2025