Bookkeeper
Centurion

Requirements:

Accounting diploma or equivalent
Intermediate accounting and bookkeeping knowledge
Knowledge of Quickbooks will be advantageous
5-8 years experience in bookkeeping environment
Advanced competence in
- MS Word
- Excel
- Outlook and
- Internet Explorer
Good interpersonal, administrative and organisational skills
Excellent writing and verbal communication skills
Must have own reliable transport

Short listed candidates will be expected to perform a practical test related to the mentioned skills

Duties:
1. Finance support to the Deputy Director Finance [DDF]
2. Debtors clerk duties
3. Creditors
4. Finance support functions
5. Communication
6. Ad hoc duties

Applicants forms and guidance in respect of the applications process can be found on the website of the SAVC – www.savc.org.za. Please send your CV to Finance section at (012) 345 6369 or e-mail to bookkeeper@savc.org.za in conjunction with the application requirements found on our website.

The SAVC is offering a market related salary depending on your experience and qualifications. A six month probation period will apply.

Closing date for applications is 20 March 2015

Only short listed applicants will be contacted and the SAVC reserves the right not to appoint any applicant to the post.

Visit the website for information on the SAVC at www.savc.co.za