

## JOB DESCRIPTION

### BOOKKEEPER

- Management & reconciliation of petty cash.
- Management & reconciliation of debit card usage & slips.
- Processing of bi-weekly payment requests and loading of beneficiaries & payments on banking platform.
- Full bookkeeping function, including journals and occasional invoicing.
- Bookkeeping to Trial Balance in Pastel.
- Filing & maintenance of financial records, in preparation for annual audit.
- Monthly payroll processing in Pastel Payroll.
- Submission of monthly statutory returns (Paye, UIF, SDL and Vat)
- Submission of bi-annual EMP501 returns.
- Support the Finance Lead in preparation of the annual budget.

### DIRECTOR SUPPORT

- Manage regular director meeting agendas, take and distribute minutes, and then manage subsequent action list.
- Manage director calendar.
- Provide logistical and coordination support to directors when needed.
- Facilitate directors' breakaway process and feedback into bodies of work & governance policies.
- Provide general administrative support to the directors as needed, which may include drafting of emails and letters, formatting of documents and preparing presentations.

### HUMAN RESOURCES ADMINISTRATION

- Assist with HR administration and record-keeping.
- Assist with the staff review process.
- Assist with any contractual, job description and leave matters as required by the Executive Director.
- Keep HR records up to date and confidential.

### SKILLS NEEDED

- Sound working experience of Pastel, Pastel Payroll and Microsoft Office
- Bookkeeping diploma/certificate
- Ability to be self-motivated, well organised and pro-active
- Attention to detail and a flair for numbers
- Ability to work to deadlines
- 3 – 5 years bookkeeping experience