

BOOKKEEPER: FINANCE DEPARTMENT

CLOSING DATE: **15/04/2022**

The Centre for Environmental Rights is looking for a qualified bookkeeper to join our team and to work in our finance department. Based in Cape Town, this position is for a highly organised and competent individual who assist in accurate administration of our financial records in compliance to our financial policies and procedures, including setting up accounts payables, general ledger entries, monthly payroll and new hire compliance, setting up payments among others.

CER is committed to diversity, inclusion and transformation and strives to reflect South Africa's racial, cultural, sex and gender diversity within its staff complement. Candidates from historically disadvantaged or marginalised groups are strongly encouraged to apply for this post, and will be preferred.

LOCATION

Cape Town

QUALIFICATIONS, SKILLS AND EXPERIENCE

- A certificate in Bookkeeping or a degree in Accounting will be an advantage
- SAIPA/ SAICA articles preferred, although qualified by experience will also be considered
- A minimum of 5+ years bookkeeping experience required
- Payroll experience will be an advantage
- Experience in Pastel Evolution accounting software
- Advanced MS Excel skills creating spreadsheets and using financial functions and generating reports
- Good computer skills, able to work on platforms such as MS Teams, Sharepoint, etc.
- Excellent financial acumen, accuracy & attention to detail
- Highly disciplined and an independent worker
- Excellent organisational and time-management skills
- Ability to work with different programmes, departments and stakeholders
- Ability to communicate clearly and effectively on all levels
- Work efficiently under pressure

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KEY RESPONSIBILITIES

To provide **general bookkeeping and financial administrative support and assistance** primarily finance manager, but also to the Centre programmes and staff in general.

- Bookkeeping to trial balance
- Assist in maintaining an accurate record of financial transactions
- Verify the accuracy of invoices and other accounting documents or records
- Update and maintain the general ledger
- Reconciliation of entries into the Pastel Evolution accounting system
- Track and reconcile bank statements
- Customer Account reconciliation/age analysis
- Creditor reconciliation/age analysis
- Account reconciliation to assert the accuracy of transactions
- Assist in maintenance of Fixed Asset register
- Perform monthly VAT reconciliations and submissions
- Assist in calculation and submission of income tax
- Submission of Payroll, workmen' s compensation and other statutory payments
- Support monthly payroll and keep organized records
- Perform payroll reconciliation monthly and at year end
- Assist in preparation of organisation and project budgets
- Assist in monitoring of all budget spending
- Prepare the year end schedules in preparation of annual financial statements
- Work with external auditors to manage audits
- Prepare month end management reports for review
- Prepare financial reports and proposals for review
- Load payments and beneficiary on internet banking platform
- Assist with supplier management including new suppliers
- Work with CER staff pertaining finance related queries and transactions
- Client liaison including internal departments
- Any ad hoc duties required from management

SALARY

The salary range for the position is between R334 271 to R452 249 (total cost to company). The salary offered will be dependent on factors that include the qualifications, level of expertise, and experience of the successful candidate. All new staff joins our medical aid group scheme with Discovery Health, and the salary package includes a medical aid subsidy.

WORKING FOR THE CER

The Centre for Environmental Rights is a non-profit organisation and law clinic of activist lawyers who work with communities and civil society organisations in South Africa to realise our Constitutional right to a healthy environment by advocating and litigating for

environmental justice. We seek a just, equitable, compassionate society which is resilient, celebrates diversity, and respects the inter-dependence between people and the environment.

As South Africa's largest public interest environmental law organisation, we use our expertise and commitment to fight for environmental justice and advance the right to a healthy environment for all. We take on the big environmental battles: cases in which we can empower local communities, have an enduring impact, set powerful precedents for other cases, and help improve policy and practice across the country.

Winning the legal case is only part of the battle. CER's litigation work is strengthened by local training and empowerment, dedicated policy and advocacy work, and strategic communications. In all of our work, we work closely with partners in affected communities, with other civil society organisations in the environmental and social justice sector, and with other public interest law organisations.

We work across the following core themes: Mining, Water, Pollution and Climate Change, Corporate Accountability & Transparency, and Activist Support & Training. We have our main office in Observatory, Cape Town, with a smaller office in Johannesburg.

At CER, we value our staff and regard their wellbeing as a priority. We are committed to a work environment that is inclusive and empathetic, and in which diversity is celebrated and supported.