

Job Advertisement: Bookkeeper

Are you an experienced graduate with a degree in Finance or Accounting?

We are looking for a **detail-oriented and proactive Bookkeeper** to join our dynamic team!

This role primarily involves providing bookkeeping services for young entrepreneurs from Walmer Township. You'll be based in the kasiConomy hub (incubator: [kasi-conomy hub | masifunde](#)) where you will support and coach young business owners. You will also be managing and organizing data for our organization.

If you thrive in a fast-paced environment and have a passion for numbers, this might be the perfect opportunity for you!

Key Responsibilities:

- Maintain accurate and up-to-date bookkeeping records up to **Trial Balance**.
- Handle **bank statements** and financial documentation with a strong understanding of reconciliation processes.
- **Produce monthly management reports and financial statements** to support decision-making for entrepreneurs under incubation.
- Utilize accounting software, particularly **SAGE Evolution**, effectively.
- Provide administrative and financial accounting support to ensure smooth operations.

Skills & Qualifications:

- **Degree (or Diploma)** in Finance or Accounting.
- **3 years experience**
- Strong knowledge of **accounting principles** and processes.
- Proficient in **Microsoft Office Suite** (Excel, Word) and CRM software.
- Excellent **communication skills**, both written and verbal.
- **Highly organized**, with the ability to manage multiple tasks and meet deadlines.
- **Detail-oriented** and capable of working independently.
- **Results-driven**, with a focus on meeting deadlines and producing quality work.

Why Join Us?

- Opportunity to work with a passionate and driven team.
 - Gain hands-on experience supporting entrepreneurs and advancing your career in finance.
 - Contribute to an organization making a real impact.
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Location: masifunde learner development in Walmer Township

Type: Full-Time

If you are ready to kick-start your career in finance and contribute to meaningful work, we'd love to hear from you!

Apply Now!

Upload your CV and a short cover letter here: <https://tinyurl.com/bookkeeperHub> by no later than Friday, 31 January 2025.

Please note that only shortlisted candidates will be contacted. If you haven't heard from us 2 weeks after the deadline, please consider your application unsuccessful.