



## JOB PROFILE

<b>Job Title:</b>	Bookkeeper
<b>Business Unit:</b>	Finance
<b>Supervisors Title:</b>	Chief Financial Officer
<b>Annual Remuneration Package</b>	R324 000.00 (Total Costs to Company)

## GENERAL SUMMARY

The Bookkeeper will keep records of financial transactions of Proudly South African. Verifies, allocates and posts details of business transactions to subsidiary accounts in the journals or accounting system from documents, such as sales slip, invoices, receipts and computer print outs. Summarize details in separate ledgers or accounting system and transfers data to general ledger. Reconciles and balances accounts.

Will compile reports to show statistics, such as cash receipts and expenditures, accounts payable and receivables, profit and loss, and other items pertinent to operation of the business. Includes the preparation and payment of statutory fees and submissions. Completing financial records to trial balance.

## JOB DESCRIPTION

### Duties and Responsibilities:

1. Review monthly expenditures, and compile management report for submission the Chief Financial Officer;
2. Reconcile monthly bank statements against invoices received (creditors) and payments made and action any anomalies appropriately;
3. Ensure that all creditors payments are supported by relevant documents;
4. Review the monthly creditors ageing list for any anomalies;
5. Reconcile monthly bank statements (membership) against invoices issued (debtors) and payments received;
6. Review the monthly Debtors ageing list for long outstanding invoices;
7. Record income received, and code all transactions to the appropriate accounts;
8. Assist with the annual audit (both internal and external) of Proudly South African;
9. Completes other a hoc tasks as required;
10. Adherence to organizational procedures & policies;
11. Development and submission of reports (weekly, monthly, quarterly, annually and ad hoc as required);
12. Performs miscellaneous other appropriate duties as assigned;
13. Bookkeeping support to the CFO and other members of the Finance team.

## JOB SPECIFICATION

### Requirements necessary for the job:

	Necessary for position
<b>Qualifications</b>	Appropriate tertiary qualification in Accounting
<b>Experience</b>	5 years' experience in bookkeeping within a commercial environment
<b>Knowledge</b>	Has excellent understanding of the structure and functions within Proudly South African and knows the organization's products and services; Excellent understanding of Proudly South African's financial governance policies and regulations; In-depth knowledge of general accounting bookkeeping theories and practices;

	<p>Knowledge of customer service standards and procedures within Proudly south African and how to provide good service to all customers within the organization;</p> <p>Knowledge of effective time management, prioritizing and forward planning practices.</p>
<b>Skills</b>	<p>Excellent interpersonal and communication (both written and oral) skills, demonstrating outstanding ability to correspond with colleagues, internal and external customers;</p> <p>Excellent organizational skills, with experience of planning own workload to meet deadlines;</p> <p>Experience of producing reliable and accurate work in a busy, pressured environment;</p> <p>Appreciation of the need for tact and diplomacy as appropriate;</p> <p>Displays absolute honesty and maintains unquestionable ethical standards in all dealings;</p> <p>Is highly numerate and displays expert abilities in general accounting bookkeeping practices;</p> <p>Good communication skills and is able to give, receive and analyze information in both written and verbal formats;</p> <p>Applies sound financial formats;</p> <p>Brings about improvement and innovations to the processes to improve the effective of the operation;</p> <p>Uses factual information and logic in order to draw conclusions and make recommendations;</p> <p>Display effective judgment by applying commonsense, measured reasoning knowledge and experience to come to a conclusion;</p> <p>Delivers service and completes tasks according to specified and agreed deadlines;</p> <p>Displays absolute honesty and maintains unquestionable ethical standards in all dealings;</p> <p>Deals effectively with pressure; remains focused, optimistic and persistent, even under adversity.</p>

<b>Abilities / Attributes</b>	<p>Ability to work in fast-paced, constant changing environment;</p> <p>Ability to manage many tasks at once, work against short deadlines and remain calm and focused;</p> <p>Able to handle responsibilities independently, and achieve work outputs with a minimum of supervision;</p> <p>Excellent ability to utilize accounting computer software programs to acquire, organize, analyze and communicate information;</p> <p>Displays exemplary personal integrity and maintains absolute respect of confidentiality;</p> <p>Is self-motivated and proactive individual with ability to work with minimum direction, able to use own initiative in assessing priorities;</p> <p>The ability to implement and maintain accurate record-keeping systems;</p> <p>The ability to work on own initiative but also as part of a team when appropriate;</p> <p>Ability to sustain output quality even when under pressure and flexibility of input to achieve key deadlines.</p>
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