



VACANCY AT WESSA

Bookkeeper Howick-based One-year Contract

WESSA is currently recruiting for a Bookkeeper within the Finance Department. The primary function of this position is the preparation, capturing and reconciliation of all data related to the Cashbook. This is a one-year fixed term contract position based at uMngeni Valley in Howick.

KEY PERFORMANCE AREAS INCLUDE:

- Cashbook allocations on AccPac
- Cashbook reconciliations
- Bookkeeping duties
- Cashflow reports
- Other ad hoc duties

MINIMUM QUALIFICATION AND EXPERIENCE REQUIRED FOR THIS POSITION:

- Minimum of a tertiary qualification in accounting or the finance related field
- 2-years experience in an accounting role
- Advanced excel and computer skills and experience working with financial accounting packages
- Ability to work in a team environment contributing across a business unit or area.
- A can-do attitude and adapts to change well.
- Excellent organisational, planning and time management skills
- Ability to ensure standards are met
- Excellent customer service skills

This position reports to the **Head of Finance**

SALARY:

To be discussed.

NOTE:

WESSA is committed to equality, employment equity, and diversity. In accordance with the employment equity plan of WESSA and its employment equity goals and targets, preference may be given, but is not limited, to candidates from under-represented designated groups. WESSA reserves the right not to make an appointment to the posts as advertised. Candidates with disabilities are encouraged to apply for positions.

PLEASE FORWARD YOUR APPLICATION TO:

WESSA Human Resources, via email to applications@wessa.co.za

Please state: 'Bookkeeper' in the subject line.

CLOSING DATE OF APPLICATIONS:

29th January 2023 at 5pm