

PKF Constantia Valley Cape Town Assistant Accountant

Department

Monthly Accounting Department

About the position

Location

Diep River, Cape Town

Position Type

Permanent

Salary

Provided on request

Purpose of the role

To be an assistant to a Senior Accountant doing basic bookkeeping and admin work.

Academic Qualifications Required

- A degree in accounting and/or
- Bookkeeping experience

Skills, Competencies and Experience Required

Skills

- Basic bookkeeping skills
- Knowledge of Payroll
- Administrative skills

Competencies

- Willingness to learn
- Ability to show initiative
- Ability to work independently
- Mature personality

- Ability to work under pressure in a deadline driven environment

Experience

- Proven experience in bookkeeping

Required Computer Package Experience

- Microsoft Office
- Microsoft Outlook
- Payroll packages
- Xero and advantage

Key Duties and Responsibilities – Key Performance Indicators

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- Basic bookkeeping functions
- Cash Books
- Journals
- Customer and supplier invoices
- WCA
- Salaries
- General Admin relating to SARS and client queries

Level of Independence

Should be able to work independently without constant supervision.

Apply Now

Applications to be sent to: Martli Uys, HR Manager at hr.constantiavalley@pkf.co.za, contactable references and salary expectations should be included.