

Bookkeeper

COMMON GOOD- Education

ABOUT OUR ORGANISATION

Common Good is a faith-based, not-for-profit organisation working in a range of communities. We're passionate about addressing issues of social justice that challenge our city. We seek to make a positive and lasting impact in the areas of early life, education and employment, so that individuals and communities across Cape Town can build brighter futures for themselves.

In June 2016, Common Good was appointed as a School Operating Partner (SOP) in the Collaboration Schools Initiative, a pilot project of the WCED. Currently, we are partnering with various schools in the city.

JOB OVERVIEW

We are looking for a resilient, dynamic individual who will work closely with our education team and across our partnering schools and provide sound bookkeeping and administration support. This particular role will be ensuring accurate financial information within a deadline driven environment. This job will suit you if you are passionate about education, analytically minded and enjoy systems and keeping things in check.

KEY RESPONSIBILITIES

- Cashbook and Creditors processing on a daily basis;
- Responsibility for maintaining and recording Petty Cash;
- Bookkeeping to balance sheet and income statement;
- Processing on Sage Evolution;
- Monthly and annual reconciliations;
- Weekly and monthly income reports;
- Responsibility for Fixed Asset registers and the insurance of assets;
- Maintenance of general ledger accounts including creditors;
- Preparation of month end and audit files for Financial Manager.

MINIMUM REQUIREMENTS

- Matric
- Have a sound knowledge of Sage Evolution and Excel
- Have a completed diploma in Accounting or Bookkeeping;
- At least 3 years' bookkeeping experience

COMPETENCIES:

- Advanced computer skills especially on Microsoft Office.
- Strong administrative and financial bookkeeping skills.
- High capacity to manage multiple financial projects from start to finish.
- Be approachable and trustworthy;
- Have the ability to work independently;
- Have excellent interpersonal skills & display the ability to develop positive working relationships with individuals & teams;
- Have a mature and responsible attitude towards work with the ability to take ownership of projects;
- Have advanced attention to detail.

APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references to Coleen Adams (coleen.adams@commongood.org.za) by **6 November 2017**. A full job description is available on request.