



**SENIOR BOOKKEEPER: C1  
FINANCE DIVISION**

**ITHALA SOC LIMITED  
DURBAN HEAD OFFICE  
REFERENCE NUMBER: NN23167**

**Job Purpose:**

**An exceptional opportunity awaits a dynamic individual with the right qualification and experience to assume the position of a Senior Bookkeeper.**

**The responsibilities for the successful candidate will be to:**

- Prepare and process journals for input to JDE system.
- Prepare and process journals on Banking System.
- Perform month end procedures.
- Prepare weekly Bank Reconciliations.
- Prepare monthly General Ledger and submit reconciliations.
- Identify and action unreconciled items.
- Monitor bank accounts on a daily basis.
- Ensure all payments receipted on bank accounts are timely recorded to client accounts.
- File documents, ensuring that they are accessible to users.
- Assist Treasurer on a daily basis.
- Assist internal and external auditors during audit.
- Check invoices and verify original documents for accuracy before submitting for approval.
- Resolve all queries and provide feedback to Senior Accountant.

**The following minimum requirements must be met in order to be considered for this position:**

- National Diploma or Degree in Accounting, Financial Management and related qualification.
- Minimum of 2 to 3 years Bookkeeping/ Creditors experience.
- A sound knowledge of computerized systems including Excel, JDE, and Banking System.
- Must be willing to work under pressure.
- Good time management skills.
- Good understanding of fundamental accounting principles.
- Knowledge of electronic bank reconciliation.
- Knowledge of Financial Policies and Procedures.
- Good communication skills.
- Analytical skills including data analysis.
- Experience in Financial systems within the Banking environment.
- Exposure to compliance and regulatory reporting.
- Planning and Time management skills.



**ITHALA EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT.**

**CLOSING DATE: 27 OCTOBER 2023**

**INTERESTED APPLICANTS MUST FORWARD A DETAILED CV; CERTIFIED COPIES OF QUALIFICATIONS AND ID DOCUMENT BY E-MAIL TO: [HR\\_recruitment6@ithala.co.za](mailto:HR_recruitment6@ithala.co.za)**

**KINDLY ALSO INCLUDE A MOTIVATION OF HOW YOU MEET EACH OF THE ENTRY REQUIREMENTS LISTED ABOVE AND QUOTE THE REFERENCE NUMBER FOR THE POSITION.**

**PLEASE NOTE:**

- **LATE APPLICATIONS AND APPLICATIONS WITH NO REFERENCE NUMBER WILL NOT BE CONSIDERED.**
- **E-MAIL USERS ARE REQUESTED TO SET THE DELIVERY OPTION ON BOTH “RETURN RECEIPT” AND “CONFIRM DELIVERY”.**
- **CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES.**
- **ALL SHORT-LISTED APPLICANTS WILL BE SUBJECTED TO ASSESSMENTS, REFERENCE AND CREDIT CHECKS.**
- **IF YOU HAVE NOT BEEN CONTACTED WITHIN 1 MONTH OF CLOSING DATE OF THE ADVERTISEMENT, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.**
- **PERSONAL INFORMATION THAT IS COLLECTED IS PROCESSED LAWFULLY IN TERMS OF POPIA.**