

Candidate profile 2- Bookkeeper

Name: Rendani

About the candidate:

Age: 22
Gender: Male
Race: African

Education & Qualifications

Qualification: B. com Accounting Degree
Year: 2016

Awards or Professional bodies

Name: Pastel Sage one Accounting

Work experience 2-3

Position: Clerical Accountant
Years: 01/2017- 12/2017

Position: Accounting Officer Consultant
Years: 2016-2017

Position: Bookkeeper
Years: 2015-2016

Position: Project Controller trainee
Years: 2018- date

Responsibilities

- ❖ Performs general accounting support tasks in an accounting department including:
- ❖ Verifying the accuracy of invoices and other accounting documents or records.
- ❖ Update and maintain accounting journals, ledgers and other records detailing financial business transactions (disbursements, expense vouchers, receipts, accounts payable). Enters data into computer system using defined computer programs (SAP)
- ❖ Compile data and prepare a variety of reports.
- ❖ Reconciles records with internal company employees and management, or external vendors or customers.
- ❖ Recommend actions to resolve discrepancies.
- ❖ Investigates questionable data

- ❖ To ensure that Cashbook postings and cashbook reconciliations are kept up-to-date daily
- ❖ To update the monthly debit order spread sheets and verify that all debits to banking account in respect of petrol debits, credit card debits and bank charges/service fees are correctly debited by the bank.

- ❖ To update the monthly debit order spread sheets and verify that all debits to banking account in respect of petrol debits, credit card debits and bank charges/service fees are correctly debited by the bank.
- ❖ Balance the Debtors Azar Accountants module back to the Ledger and resolve any variances.
- ❖ Balance the Creditors Azar Accountants module back to the ledger and resolve any variances.
- ❖ Enter the production and staff salaries into the Azar Accountants from the printouts received from the Salary and Wage Administrator and Administration Manager to balance and clear the salary clearing account every month.
- ❖ Balance petty cash recon in Azar Accountants
- ❖ Create new stock codes within Azar Accountants.
- ❖ To check that all journals have been signed off by Financial Director.
- ❖ Prepare all relevant stocktaking sheets for various warehouses

- ❖ Management of tax audits or verification's conducted by the relevant tax authorities.
- ❖ Maintenance of SARS e-filing profile and the updating of enti-ties information registered with SARS, as required.
- ❖ Completion of the quarterly tax reports and status updates to submit to Steinhoff

Skills & Computer Packagers

- ❖ VIP Payroll and Human Resource Management, Sage Pastel Accounting
- ❖ MS office Suite, MS excel, and Excel advance and formulas
- ❖ SAP, BAS
- ❖ Full function Bookkeeping

Availability:

Immediately