

PART-TIME POSITION

Company: The Ombudsman for Short-Term Insurance NPC

Designation: Bookkeeper

Salary: Negotiable

The office of the Ombudsman for Short-Term Insurance is currently looking for a Bookkeeper on a part-time basis. This role falls within the Finance Department and reports to the General Manager.

Qualification and experience:

- Tertiary education, completed diploma or degree in Accounting
- At least 3 years 'experience in a similar role
- Sound working knowledge of Pastel and Pastel payroll
- Computer literacy (MS Office - Outlook, Word, Excel)

Key Roles:

- Bookkeeping to balance sheet and income statement
- Preparation of payments and processing of invoices on Pastel
- Monthly and annual reconciliations
- Maintenance of general ledger accounts including debtors and creditors
- Submission of monthly statutory returns (VAT, PAYE and UIF)
- Monthly payroll administration on Pastel and reconciliations
- Updating of Fixed Assets register and verifications
- Attending to any finance related queries and administrative duties

Skills and Expertise Requirements

- Accuracy and attention to detail
- Ability to work under pressure, meet deadlines and targets set
- Sound organisational and administrative skills
- The ability to work under pressure and in a pro-active manner
- High level of diplomacy and confidentiality

This is an employment equity targeted position and preference will be given to designated groups including people with disabilities.

All applications must include an Abridged CV.

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Location: Rosebank

CLOSING DATE: 31 MAY 2018