



Ndlovu Care Group is a South African NGO based in the rural environment of Elandsdoorn, Limpopo Province which provides comprehensive integrated Health, Child Care & Community Development and Medical Research services as part of a large-scale development program

Visit our website www.ndlovucaregroup.com

Ndlovu Care Group is currently looking for motivated candidates for Ndlovu Medical Trust in Groblersdal, Limpopo:

Bookkeeper

Main Responsibilities:

Recording of accounting transactions.

- Review supporting documents for compliance before capturing.
- Recording of transactions into Sage Evolution Accounting System:
- Checking of the general ledger, income statement and balance sheet to ensure quality of accounting records.

Month End Process:

- Reconciliation of Intercompany balances.
- Monitor creditors aged analysis and debtors aged analysis.
- Prepare creditors reconciliations and VAT report when assigned.
- Maintain an asset list for the assigned projects.
- Compile month end sheets for the charging of overheads such as admin costs, diesel, printing, telephone and transport.

Internal Controls and Audits

- Physical filing of documentation in compliance with the statutory and donor requirements.
- Retrieve documents for the audits.
- Support assigned projects in implementing internal controls.

Petty Cash Administration

- Disbursing petty cash and completing the petty cash excel report & reconciliation.
- Printing petty cash reports for all projects and attaching the invoices & vouchers and submit to compliance office.
- Maintaining a sufficient petty cash balance.

Qualifications Requirements:

- Diploma / Bcom Accounting or Diploma / Bcom Financial Management

- Minimum two years' experience in a bookkeeping / accounting role
- Proficient in Microsoft Excel, Word and Outlook.
- Proficiency in Sage Evolution is a strong advantage.
- Ability to work in a logical, accurate and fast paced manner.
- Valid Driver's Licence

Candidates should submit their application and detailed CV to Pertunia Baloyi, at fax number 013 262 3498 or by e-mail to recruitment@ndlovu.com, **with the job title in the subject line.**

Please note that if you have not had a response from us within 7 days after the closing date of this advert, you can deem your application as unsuccessful. Please use the job title as your reference on your application

Closing date: 25 March 2022