

Back Office

BOOK KEEPER

EZLiving/EZNetworks is looking for a Bookkeeper.

University graduate or strong bookkeeping skills/experience.

Computer skills (Excel is a must; other accounting/financial software is an asset)

At least 3 years experience bookkeeping /accounting and office administration. High-level of organizational skills (archiving, following procedures, documenting, etc.)

Fluent in English, both speaking and writing

SUMMARY OF POSITION

The Accountant will report to the Managing Director

The primary objective is to establish and implement efficient systems for financial and administrative management for EZGroup projects.

S/he will maintain appropriate communication with all Management and the EZGroup Accountant.



Accountant's responsibilities will include:

Financial management and accounting for the EZGroup (tracking and projecting spending by projects and funding agencies, accounting, internal project audits).

Assure that proper accounting procedures are followed, and acceptable justification presented for all transactions.

Work with project managers/directors to generate financial reports and donor reports.
Work with project directors to produce budget proposals for potential donors.

Assure timely accounting and reporting on all marine project expenditures.

Monitor budget management with regular updates on expenditures and availability of funds to Ghana and Johannesburg and the project managers/directors and administrators.

Oversee coordination of logistics at the Johannesburg office. Monitor banking activities and reconciliation in coordination with Johannesburg office.

Assist with HR, logistical, procurement or other tasks as needed/requested by the Director.

Interested candidate should submit an application with complete bio-data to careers@eznetworks.co.za

Only short-listed candidates will be contacted for a personal interview and computer test.

Please quote <http://www.eznetworks.co.za> as the source of the job advert in your application and refer us to your friends and peers.

Thanks