

Job Profile

Accountant | JC202004

1 September 2020 – **WomHub** is hiring! We are looking for a highly efficient **Accountant** to take responsibility for accounting, finance and tax compliance duties. The ideal candidate will assist in managing the day to day accounting and finance management of the organisation and it's non-profit subsidiary, WomEng.

About the Role

- Manage organisation and project accounts and budgets
- Process financial transactions accurately and on time
- Update internal accounting databases and spreadsheets
- Maintain updated records of invoices and receipts
- Report on the status of accounts payable and receivable
- Contact clients and send reminders to ensure timely payments
- Identify and address discrepancies
- Provide administrative support for smooth running of projects

Ideal Candidate

The ideal candidate should have the following key skills:

- Proven work experience as an Accountant or similar role
- Good knowledge of accounting procedures and debt collection regulations
- Hands-on experience with accounting software
- Solid data entry skills with an ability to identify numerical & accounting errors
- Ability to manage the accounting function for multiple companies simultaneously
- Ability to prepare accounts to Balance Sheet in preparation for audit
- Good organisational and time-management abilities

Requirements

- Must be based in Johannesburg, South Africa
- Minimum qualification: National Diploma in Finance, Accounting or relevant field
- Ability to use Pastel Accounting
- Intermediate - Advanced knowledge of Excel (using financial formulas and creating spreadsheets)
- Required to work outside of office hours
- Ability to communicate fluently in English (written and verbal)
- Must be available to start immediately.

Salary and Benefits

- Full time position
- Salary: R7 000 – R12 000 per month CTC
- Salary is negotiable based on work experience.

Application

- Apply at: <http://bit.ly/WomHubCareers>
- For any queries, email admin@womhub.com

About WomEng

WomHub is a boutique consulting and advisory firm specializing in supporting female led innovation, entrepreneurship and housing incubators to support female founders around the world. Its foundation arm, WomEng supports women and girls in the engineering and technology industries.



For more information, connect with us at:

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A non-profit subsidiary of WomHub

