



## BOOKKEEPER C1 – C2

As part of the S189 Restructure process, the above vacancy has become available.

### **Responsibilities:**

- Financial accounting responsibilities, which includes but not limited to; booking journals, month end reports, reconciliations.
- Clearing of interco clearing and sweeps accounts
- Maintaining balance sheet and income statements, and prepare for monthly review
- Maintaining audit files for the Company and assisting auditors as and when required
- Preparation of the budgeting process
- Preparation of head office and accounts payable payments
- Fixed Assets accounting administration, including maintaining fixed asset register and verification
- Maintain intercompany balances
- Cash flow forecasts and expense analysis
- SAGE administration tasks
- Bank reconciliations
- Ad hoc tasks and projects as and when required

### **Minimum Requirements**

- Relevant financial qualification
- Experience in a corporate office finance environment

### **Required Competencies**

- Must have the ability to think creatively.
- Be a self - starter that shows initiative and ability to work independently.
- Be extremely motivated and driven to work in a highly pressurised fast pace environment.
- Be highly flexible working long, irregular hours nightshift, weekends and public holidays
- Be prepared to travel long distances across the province and country.
- The ability to work under constant deadlines pressure

**Independent Newspapers is committed to its Employment Equity and Affirmative Action plans.**

All interested and suitably qualified applicants must submit a completed application form no later than 12h00 noon on **Wednesday, 06<sup>th</sup> November 2024** to Human Resources at: [vacanciescape@corporateservice.co.za](mailto:vacanciescape@corporateservice.co.za)