



OTTOBAUTHENTIC

Let's Talk... we're looking for:

## CLUSTER BOOKKEEPERS

Umdloti (KZN), Kathu (NC), Witbank (MP),

Port Elizabeth (EC), East Germiston (GP)

**Salary: ± R25 000.00 – R30 000 pm CTC**

Do you have SAGE300People and ACCPAC experience?

Do you have 3 years' experience of bookkeeping with multiple sites within the retail industry?

If yes, read on and apply

### Role:

- To provide hands-on financial administration and bookkeeping support across a group of 3-5 sites within Umhlanga and surrounds. The role ensures transactional integrity, reconciliations, cost control, and supports financial compliance at site level.

### Qualifications & Skills

- Diploma in Finance/Bookkeeping or similar (NQF 5-6)
- 3+ years' experience in retail/service station bookkeeping
- Strong with Microsoft Excel, accounting systems, and point-of-sale (POS) understanding
- **Experienced with Sage 300 People (Payroll), ACCPAC accounting programme - NB**
- Detail-oriented, structured, and confident dealing with multiple sites
- Must have own reliable vehicle as candidate will need to travel from site to site (reimbursement of travel as per SARS rates)

### Responsibilities:

- Maintain and reconcile daily, weekly, and monthly site financial records (cash-ups, EFTs, float management)
- Process and verify supplier invoices, stock receipts, fuel purchases, and cost of sales entries
- Maintain relevant in-house systems
- Assist in monthly stocktakes and ensure financial accuracy of stock movement reports
- Reconcile debtor and creditor accounts for site-based suppliers or third parties
- Assist with payroll input collation (timesheets, overtime, absenteeism data)
- Submit month-end packs to Finance Business Partner, including commentary on anomalies
- Support Cluster Manager with budget input and spend tracking
- Ensure that all finance policies, controls, and documentation procedures are adhered to
- Provide training and support to site admin clerks and ensure financial record keeping is standardised
- Flag risks or variances (e.g. shrinkage, supplier discrepancies) and recommend corrective action

**Kindly note:** If you have not heard from us within 7 working days, your application was unsuccessful.

**FULL JOB SPEC available on request.**

**How to Apply:** Please submit your resume to: [joe@ottobauthentic.co.za](mailto:joe@ottobauthentic.co.za) and use the job title as the subject.