



OTTOBAUTHENTIC

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

SENIOR BOOKKEEPER

Melrose Estate

Salary: ± R38 000.00 – R40 000 pm CTC

Do you have SAGE300People and ACCPAC experience?

Do you have 5 years' experience of bookkeeping with multiple sites and managing a team within the retail industry?

If yes, read on and apply

Role:

To oversee and support a group of Cluster Bookkeepers

Qualifications & Skills:

- ① Diploma/Degree in Accounting
- ① 5+ years' experience in retail/service station bookkeeping
- ① Managing a team of Bookkeepers
- ① Strong with Microsoft Excel, accounting systems, and point-of-sale (POS) understanding
- ① **Experienced with Sage 300 People (Payroll), ACCPAC accounting programme - NB**
- ① Detail-oriented, structured, and confident dealing with multiple sites
- ① Must have own reliable vehicle as candidate will need to travel from site to site (reimbursement of travel as per SARS rates)

Responsibilities:

- ① Maintain and reconcile daily, weekly, and monthly site financial records (cash-ups, EFTs, float management)
- ① Process and verify supplier invoices, stock receipts, fuel purchases, and cost of sales entries
- ① Maintain relevant in-house systems
- ① Assist in monthly stocktakes and ensure financial accuracy of stock movement reports
- ① Reconcile debtor and creditor accounts for site-based suppliers or third parties
- ① Assist with payroll input collation (timesheets, overtime, absenteeism data)
- ① Submit month-end packs to Finance Business Partner, including commentary on anomalies
- ① Support Cluster Manager with budget input and spend tracking
- ① Ensure that all finance policies, controls, and documentation procedures are adhered to
- ① Provide training and support to site admin clerks and ensure financial record keeping is standardised
- ① 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 and use the job title as the subject.