



Bookkeeper

JOHANNESBURG, SOUTH AFRICA

Key Responsibilities

The Singita Projects, Development, and Procurement Division is located in Johannesburg. The department supports the entities within the Singita group with full-function global procurement, distribution, and warehousing. Brand management and MQS standards for existing and new lodges. Full-function project management of refurbishment and allocated projects. The primary purpose of the department Bookkeeper is to assist the Finance Controller with financial processing and management in line with the Singita Standards of Excellence and SOPs.

- Loading of all local and foreign weekly, monthly and AD-HOC payments /banking.
- Perform credit reconciliations for all major suppliers.
- Capture and process Purchase invoices from GRV's.
- Administer and record Petty Cash.
- Reconcile AP and AR by job.
- Prepare for month-end reports.
- Capture credit cards and JNL transactions
- Assist with external auditors and other administrative enquiries.
- Provide AD-HOC cover for processing and other tasks when finance colleagues are out of office.
- Active participation in and effective communication and support of Singita's conservation message and purpose.
- All roles at Singita may be required to perform other tasks as reasonably requested from time to time and as required by the business and/or operation. Singita fosters a culture of collaboration, and with this support of the multi-skilling of staff.

Skills & Experience

- Accounting diploma with at least 2 years of experience within a Finance team.
- No history of a criminal record.
- A good understanding of general accounting principles.
- Significant proficiency in an accounting software package – specifically Palladium/ Pastel.
- High degree of computer literacy.
- Accurate work ethic with strong attention to detail.
- Ability to work under pressure and meet deadlines and collaborate with colleagues.
- Analytical and curious mindset when it comes to reviewing and completing duties.
- An ability to identify problems, analyse, brainstorm answers and implement solutions.
- Experience with Internet banking platforms.
- Strong communication skills (written & verbal)
- Strong interpersonal skills (demonstrating a high degree of emotional intelligence).
- Good time management skills.
- Passion for the industry and conservation.
- SA Citizenship or valid work permit.

To apply email your CV to SMCcareers@singita.com or visit:

www.singita.com/about/careers