



## **Bookkeeper / Finance Assistant**

**(1-year fixed-term contract)**

The ZA Domain Name Authority (.ZADNA) is the regulator and manager of dotZA (.ZA) – South Africa’s domain namespace. ZADNA is a statutory entity founded in terms of Chapter X of the Electronic Communications and Transactions Act 25 of 2002. Its key responsibilities are to license and regulate .ZA registries and registrars, and to develop and implement policy guidelines for the .za namespace. It manages both commercial and non-commercial SLDs including .co.za, org.za, mil.za and .net.za.

.ZADNA seeks to appoint a Bookkeeper a fixed-term contract. The purpose of this role is to accurately record all day-to-day financial transactions, process accounts payable and receivable and manage invoices and working closely with the Finance Manager create financial reports and ensure legal requirements compliance.

### **Key responsibilities:**

- Processing of Supplier invoices and payments monthly
- Processing of Customer tax invoices from sales reports, where applicable monthly
- Producing and sending out statements monthly
- Quotations, sales orders, credit notes and debit notes processing monthly
- Preparing Bank reconciliations monthly
- Preparing credit card reconciliation statements monthly
- Providing input to the preparation of the annual trial balance at year end for preparation of the annual financial statements
- Preparing audit files and liaising with internal and external auditors
- Management of the fixed asset register on a month basis and ensuring that depreciation schedules are up to date
- Uploading of payroll & leave process in conjunction with the Operations department
- SARS eFiling
- VAT reconciliation
- PAYE reconciliation
- Debtors reconciliation
- Creditors reconciliation

### **Qualifications**

- Bachelor's Degree or Diploma in Accounting or related field

### **Experience**

- Minimum 3 year’s proven bookkeeping experience
- Solid understanding of basic bookkeeping and accounting payable/receivable
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets and proprietary software

**Related Knowledge, Competencies and Skills**

- Accounting software packages, like Sage Accounting, QuickBooks etc
- Excellent verbal and written communication skills.
- Good interpersonal skills, including networking and building relationships.
- Persuading, influencing, negotiation and conflict-resolution skills.
- Good planning, organising and attention to detail.
- Must demonstrate integrity, professionalism and high standards of ethics in dealing with sensitive or confidential information.
- Computer literacy in MS Office, especially Outlook, Word, Excel and PowerPoint.
- Knowledge of or the ability to quickly learn organisational policies and procedures, code of conduct and organisational values.

**Remuneration**

- R 250 000.00 per annum

**Applications:**

Kindly send your CV application to [recruitment@zadna.org.za](mailto:recruitment@zadna.org.za)

**If you do not receive any response after two weeks of closing, please consider your application unsuccessful.**