



Job Title: Junior Bookkeeper / Junior Accountant

Role Overview

We are looking for a motivated and detail-oriented Junior Bookkeeper / Junior Accountant to support the finance team with day-to-day accounting, bookkeeping, and payroll tasks across multiple business units. This is an excellent opportunity for a junior candidate to gain exposure to full-function accounting, including reporting, payroll, and reconciliations. The role requires strong attention to detail, willingness to learn, and the ability to manage multiple tasks under supervision.

Key Responsibilities

1. Bookkeeping & Daily Processing

- Capture and reconcile daily sales transactions and debtor (accounts receivable) data
- Maintain accurate records of customer accounts and receipts
- Load and track inventory/stock movements
- Assist with maintaining accurate data in the accounting system (Pastel)

2. Monthly Accounting Support

Assist in preparing monthly financial reports for multiple business units, including:

- Cost of Sales
- Debtors (Accounts Receivable)
- Inventory
- Prepaid customers
- Intercompany balances

Process and capture monthly journals, including:

- Cost of Sales entries
- Salary journals
- Accruals and provisions
- Depreciation journals
- Interest journals
- Assist with inventory reporting and stock reconciliations
- Support preparation of monthly debtor reports

3. Payroll Support

- Assist with preparation of salary schedules
- Capture and process payroll journals
- Perform basic checks against payslips to ensure accuracy
- Support full payroll processing for assigned entities (training will be provided)

4. Reconciliations & Schedules

Assist with maintaining:

- Loan schedules
- Interest calculations
- Fixed asset register (FAR) and depreciation calculations



Support preparation of:

- Monthly accruals and write-offs
- Stock loss provisions

5. Reporting & Administration

- Prepare and assist with weekly debtor reports

Support the finance team during:

- Month-end close
- Financial reviews and audits
- Assist with consolidation support tasks (under supervision)
- Maintain organised and up-to-date financial records

Key Skills & Competencies

- Basic understanding of bookkeeping and accounting principles
- Strong attention to detail and accuracy
- Good organisational and time management skills
- Ability to work with numbers and meet deadlines
- Willingness to learn and develop within a finance role
- Good communication skills

Qualifications & Experience

- Diploma or degree in Accounting, Finance, or Bookkeeping (or studying towards one)
- 1–3 years' experience in a bookkeeping or junior accounting role (advantageous)
- Experience using Pastel Accounting software (preferred but not essential – training can be provided)
- Proficient in Microsoft Excel

Other Requirements

- Ability to work in a team and take direction
- Willingness to assist across multiple business units
- Positive attitude and eagerness to grow within the role