

ACCOUNTING OFFICER, BETHLEHEM

Full time

DUTIES & RESPONSIBILITIES:

- Month end processing.
- Complete general ledger reconciliations monthly.
- Prepares monthly financial reports and yearly budgets.
- Assist in yearly audit.
- Any administrative duties required that could be expected from the position.

JOB REQUIREMENTS:

- Gr.12 plus a post-school qualification in Accounting OR at least 5 years relevant experience.
- Computer skills with Pastel.
- Valid driver's license.
- Fluent in Afrikaans and English.
- Must have strong administrative skills.
- Strong organizational skills and good time management.

SERVICE BENEFITS:

- Salary
- Service bonus
- Pension fund

Closing date: Thursday, 31 July 2025

Applications with a complete CV can be sent to coenie@engo.co.za with reference:

Accounting Officer/BETHLEHEM

For any inquiries contact Coenie Taljaard at 072 430 2925.

The employer reserves the right not to fill the vacancy. Successful candidates will be notified within four (4) weeks whether the application was successful or not. If no feedback has been received in the four (4) week period, it must be assumed that the application was unsuccessful.

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