

## Accounting Officer

### Duties and Responsibilities:

- Month-end processing.
- Completion of monthly general ledger reconciliations.
- Preparation of monthly financial reports and annual budgets.
- Provide assistance with the annual audit.
- Any other administrative duties that may be required of the position.

### Requirements:

- Grade 12 plus a post-school qualification in Accounting OR at least 5 years' relevant experience.
- Computer literacy in Pastel is a requirement.
- Valid driver's licence.
- Proficient in Afrikaans and English. Must have strong administrative skills.
- Strong organisational skills and good time management.

### Benefits:

- Salary
- Service bonus
- Pension fund

**Closing date:** Friday, 13 March 2026

Applications with a comprehensive CV may be sent to [rianka@vironskinders.org.za](mailto:rianka@vironskinders.org.za) with reference Accounting Officer/SASOL.

For any enquiries, contact Edwoline Monare at 067 681 7198.

*The employer reserves the right not to fill the position. If no feedback is received by the closing date, applicants should accept that their application was unsuccessful.*