



WESTERN PROVINCE ATHLETICS

VACANCY: FINANCIAL BOOKKEEPER

Job title:	WPA Financial Bookkeeper
Reporting to:	WPA General Manager or designate
Salary:	Negotiable
Hours:	Half Day (4hrs per day) Mon – Fri 9am – 1pm
Start:	1 st November 2017
Location:	WPA Office, Green Point Athletics Stadium, Green Point

Purpose of the position

The incumbent is primarily responsible for maintaining the financial records for WPA. The incumbent will maintain the up to date expenditures, income, payroll and tax requirements. Key to success in this position is strong attention to detail, familiarity to QuickBooks, trustworthy, thorough with administrative tasks and highly organized.

Principal Job Responsibilities include, but are not limited to:

- Recording day to day financial transactions and completing the posting process
- Verifying that transactions are recorded correctly
- Bring the books to the trial balance stage
- Reconcile and balance all accounts
- Complete tax forms
- Draw up financial statements (trial balance, income statement, balance sheet)
- Maintain internal control systems
- Arranging payment of accounts.
- Preparing and sending invoices and receipts to debtors.
- Processing payroll and maintaining employee records.
- Carrying out bank reconciliations.
- Reporting any irregularities in data to management.
- Assist with budget preparation
- Assist with audits
- Maintain complete filing system to support financial records

- Meet with Commissions and Committees and other stakeholders to discuss budget needs and equipment demands.
- Communicating with staff on a daily basis and creating procedures for requisition and receipt submissions

Knowledge management:

- Ensure that all documentation pertaining to WP Athletics is effectively created, stored and
- maintained for current and future use within level of authority
- Comply with reporting requirements as and when requested by the WP Athletic Board
- All filing is up to date as per the WPA's prevailing processes including all invoices, EFT's and Audit trails
- Self-study and research to develop both technical and soft skills

Desirable qualifications:

- Proficiency in:
 - QuickBooks
 - Microsoft suite of programmes
 - Outlook

Work experience & skills

- Minimum of three years responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports.
- Ability to perform several tasks concurrently with ease and professionalism.
- Ability to operate calculator, computer, and other general office equipment.
- Knowledge of computerized accounting, (preferably QuickBooks) but must be able to do a manual set of books.
- Knowledge of regulatory requirements of processing payroll accounting transactions and payroll returns.
- Ability to communicate clearly and concisely, verbally and in writing, in English.
- Must be able to keep customer matters strictly confidential.
- Must have excellent interpersonal skills and customer service skills.

Personal qualities & behavioural traits

- Attention to detail and accuracy
- Good planning and organizational skills
- Strong communication skills
- Information and task monitoring
- Administrative skills
- Computer skills
- Judgment and problem solving skills
- Supervisory skills

If you are interested in this job, please email your resume to jobs@wpathletics.co.za or call 021 699 1665 for further information.

Closing date for applications is 15 September 2017