



VACANCY

ASSISTANT ACCOUNTANT– HEAD OFFICE

PERMANENT CONTRACT - EAST LONDON

GRADE 11:R431 300 – R598 100 (Total Cost To Company)

Responsible for rendering technical support in general accounting function including preparing journals and reconciliations. Maintains Cashbook, Creditors and Debtors subledger systems. Prepares and processes journals and assists in general ledger reconciliation. Processes all transactions into the system to ensure month-end procedures are done within scheduled timeframes. Reviews and authorises banking prepared by cashier at Head Office before it is taken to the bank. Ensures strict compliance with the policy by scrutinizing all travel and accommodation requests before processing them into the system. The successful candidate will be responsible for the compilation of all the ECDC subsidiaries' financial records. Responds to Internal and External audit enquiries by explaining company procedures as informed by the policies. Systematically files all financial records according to the approved filing system.

MINIMUM REQUIREMENTS

- National Diploma or equivalent in Accounting/Finance.
- A minimum of 3 years working experience of which 2 years must be in finance.

This is a permanent position, and the successful candidate will be subjected to signing of a performance contract and verification of qualifications. If you have not been contacted within 8 weeks after the closing date of the advertisement, please regard your application as unsuccessful.

In making these appointments, the ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies, and plans.

Please send your detailed CV and certified copies of qualifications to

The Human Resources Department

Tel: (043) 704 5783

Email: humanresources@ecdc.co.za

Closing date: 19 December 2024