

Accountant and Personal Assistant

Position: Permanent Position

Industry: Property Development

Remuneration: R20 000 to R22 000 per month

Starting date: 1 January 2018

Office Location: Somerset West (Close to Somerset Mall)

Responsibilities include:

- General financial administrative responsibilities
- All processing and reconciliations on Pastel
- Management reporting
- Customer and Supplier invoices and payments | Debtors and Creditors
- VAT submissions
- Statutory returns
- General duties as a Personal Assistant

Requirements:

- Pastel and Payroll
- SARS E-Filing experience (VAT/PAYE)
- SAIPA Articles
- Accounting related diploma/degree
- Own transport

Email CV's to contact@c2mca.co.za