

Non-Profit Organisation No: 001-827 NPO  
PBO 930/0000/03  
Founded 1967



LITTLE EDEN Society, is a registered non-profit organisation providing life-long care to 300 children and adults with profound intellectual disability in two custom designed residential facilities – Domitilla and Danny Hyams Home in Edenvale, and Elvira Rota Village in Bapsfontein. The following vacancy is available in our Edenvale Home:-

### **Senior Bookkeeper**

- Reports to the Financial Manager.
- Responsible to update creditors and prepare and process creditor reconciliations for payment.
- Loads electronic payments.
- Cashbooks processing and reconciling to bank statement.
- Month-end journals.
- Responsible for opening General Ledger account codes on Pastel.
- Monitors and prepares accruals and prepaids.
- Reconciles Government funding income and expenses and monthly claims.
- Updates database.
- Manages the full petty cash function.
- Assists with the annual audit requirements and process.
- Prepares any ad hoc reports as requested by Management.
- Must be analytical, well organised and able to work under pressure to complete projects to satisfactory and accurate conclusion.
- Must have a tertiary Bookkeeping Diploma or equivalent qualification plus five years experience as a bookkeeper to at least trial balance.
- A demonstrated knowledge of Pastel and MS Excel (advanced) is required.

The position is for full time employment commencing January 2019. Candidates must have their own reliable transport and a valid drivers' licence and the appropriate qualifications and experience.

Kindly forward your CV with at least two references to: [hr@littleeden.org.za](mailto:hr@littleeden.org.za) for the attention of Lisa Neilson by close of business on 7<sup>th</sup> December 2018. Full information and job description will be provided on request. LITTLE EDEN reserves the right to close the vacancies before 7 December 2018.

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#### **LITTLE EDEN Society for the Care of Persons with Mental Handicap**

Administrative Office: 79 Wagenaar Rd (Cnr Harris Ave), Edenglen, Edenvale, Gauteng  
Care Centres: Domitilla and Danny Hyams Home, Edenvale  
Elvira Rota Village, Bapsfontein

