



Anglican Church of Southern Africa

THE DIOCESE OF KIMBERLEY & KURUMAN

Proudly Anglican in the Diocese that cares for all

Advertisement - Diocesan Bookkeeper **Ref No. KK/DB2022**

The Anglican Diocese of Kimberley and Kuruman is looking for a suitable qualified, and experienced person to fill the position of a Diocesan Bookkeeper with effect from the 1st of January 2023. The position is located in the Diocesan Office in Kimberley.

Key responsibility areas of the incumbent include:

- Send out monthly invoices and statements
- Keep books of account for Trust and Finance Accounts:
- Prepare collections for assessments and medical contributions
- Prepare monthly payroll for Stipends and Salaries
- Do inter-account transfers between Trust and Finance whenever it is needed.
- Prepare end of the month payments in regard of SARS and pension fund, etc.
- Draw up end of the year adjustments
- Prepare monthly accounts and statements for Trust and Finance Accounts
- Effect payments to creditors/suppliers when requested
- Do the filing that is needed regarding the above-mentioned tasks.
- Perform such duties for the Bishop and the Diocesan Administrator as they may instruct.

Qualifications:

- A tertiary qualification in bookkeeping
- A qualification in Pastel Accounting and Pastel Payroll
- At least 3 years' experience in using Pastel Accounting and Pastel Payroll
- Computer literate (Word and Excel)
- Valid Driver's Licence

Experience:

- The applicant should have had experience (5 years or more) in Bookkeeping of an organisation requiring the ability to communicate,

- At least 3 years' experience in using Pastel Accounting and Pastel Payroll

Personal traits:

- the ability to work independently without supervision;
- honesty and trustworthiness;
- the ability to work under pressure and to work overtime whenever necessary;
- it is desirable that s/he be confirmed communicant of the Anglican Church of Southern Africa; and
- excellent verbal and written communication skills in English; however, the ability to communicate in Afrikaans, Setswana and isiXhosa would be an advantage.

Remuneration: A negotiated remuneration package, commensurate with experience will be offered.

Closing date for applications: 18 December 2022.

Written applications together with the relevant certified copies of documents must be posted to the Bishop of Kimberley and Kuruman: P O Box 45, Kimberley, 8301 or emailed to bishopsecretary@kkdiocese.org.za or hand delivered to Mrs Kim Maritz; 129 Du Toit Span Road, Kimberley, 8301

N.B.

All applicants must complete the attached application form fully and attach certified copies of the following documents:

- All qualifications certificates and Grade 12 certificate,
- Valid police clearance certificate,
- Letter of good standing from your Parish priest,
- ID card and Driver's License Card