

6 September 2024

PEPPS POLOKWANE SEEKS TO RECRUIT A CANDIDATE TO FILL THE FOLLOWING POSITION:

Bookkeeper

PEPPS Polokwane is seeking a highly organised and detail-oriented Bookkeeper to join our team. The successful candidate will be responsible for maintaining accounts payable and receivable and daily financial entries and reconciliations. They will also perform accounting tasks (such as monthly financial reporting), enter general ledgers, and record payments and adjustments.

Qualifications and competencies required:

- A Diploma or degree in bookkeeping, accounting, or finance is an advantage.
- Minimum of 2-3 years of bookkeeping or accounting experience, preferably in a school or education environment.
- Experience with SAGE One Accounting and online banking platforms is necessary.
- Must be proficient in computer skills (Email, Internet, Word, Excel and PowerPoint).
- Familiarity with managing school budgets, cash flow, and financial reporting processes.
- Ability to manage and oversee supplier payment processes.
- Good administrative skills.
- Strong accuracy in financial recordkeeping and data entry.
- Experience in preparing financial documents for audits and liaising with auditors.
- A willingness to work within the framework and expectations set by the PEPPS Trust.
- An excellent command of the English language.
- Experience in an ISASA school will be an advantage.
- Must be dedicated to job completion and have the ability to work harmoniously with pupils, parents, staff and the whole school community.
- Must be able to maintain the school's confidentiality policy.

A Curriculum vitae and cover letter stating you are applying for the PEPPS POLOKWANE Bookkeeper must be emailed to Ms Tshepo Motene at hr@pepps.co.za on or before **20 September 2024**.

PEPPS TRUST reserves the right not to make an appointment. An application in itself does not entitle the applicant to an interview. Only shortlisted applicants will be contacted. PEPPS does not reimburse travel or relocation costs.

PEPPS IS AN EQUAL OPPORTUNITY EMPLOYER

Creating Tomorrow's Leaders

PEPPS develops independent, critical and creative thinkers through progressive, holistic education