

## Junior Accountant – Durbanville

### Description

Nestled amidst the rolling hills of the Western Cape, our historic vineyard beckons with timeless charm. With a legacy dating back centuries, we blend tradition and innovation to create exceptional wines that reflect the terroir and spirit of our land. As a Junior Accountant at our company, you'll be part of a passionate team dedicated to excellence.

### Responsibilities

#### Duties (not limited to):

- Accurate processing of supplier invoices on Dext.
- Preparing supplier accounts for payments and supplier reconciliation on Dext & Xero.
- Completing bank reconciliations on Xero.
- Liaising with suppliers and service providers regarding information required for processing.
- Loading payments on ABSA Business Integrator.
- Participating in day-to-day operational activities in the admin, finance, and hotel departments.
- Processing all leave forms on Sage and preparing summaries for the HR Manager.
- Processing casual workers' payslips and loading them for payment.

### Qualifications

- Relevant Tertiary qualification in Accounting or Finance.
- 2 to 3 years of experience in an accounting-focused role.
- Proficiency in computer software skills, including MS Office, Xero, Sage Payroll, and Dext.
- High sense of responsibility, problem-solving abilities, and good communication skills.
- Ability to work under pressure in a fast-paced environment.
- Transparency and accuracy when recording/capturing information.
- Own reliable transport to and from the workplace in Durbanville.

### Contacts

[info@headspaceglobal.co.za](mailto:info@headspaceglobal.co.za)

### Hiring organization

Headspace Global

### Employment Type

Full-time

### Duration of employment

Permanent

### Job Location

Durbanville, Cape Town, Western Cape

### Working Hours

07:00 – 16:30

### Date posted

May 6, 2024