



**Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development**

## **VACANCY JUNIOR ACCOUNTANT (3 YEAR CONTRACT)**

Enterprise iLembe seeks to appoint a suitably qualified and experienced individual for the position of the Junior Accountant.

### **MINIMUM REQUIREMENTS:**

- Relevant Financial Degree
- 2 years minimum experience in a private company or public entity within Finance.
- High degree of accuracy & strong numeric skills
- Competent and experience in General Ledger activities
- Knowledge and understanding financial management processes.
- Knowledge and understanding of public sector Legislation and Regulations.
- Multi-talented individual who is also a team player.
- Proficient in computer skills in MS Office, Advanced Excel
- Code 8 drivers' license.

### **KEY RESPONSIBILITIES:**

- Maintain and process accounts receivable, document bills and supporting documentation.
- Maintain and process accounts payable, ensure timely payment of invoices, confirming validity of the debt and gathering appropriate signatures.
- Prepare Monthly re-allocation on debtor and Supplier credit and debit balances.
- Updating financial records via accounting software (Munsoft)
- Gather payroll expenses and input into appropriate entry line.
- Assist with budgets under the view of the Senior Management
- Analyzing financial statements and prepare balance sheets.
- Assist with filing of account records.
- Preparation and submission of SARS returns and ensuring SARS compliance.
- Ensure Compliance with accepted accounting principles and internal accounting policies.
- Perform any other related duties as may be assigned by the Senior Accountant.

*Enterprise iLembe subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998.*

Please forward your application together with a detailed CV and certified copies of your Identity Document and educational qualifications for the attention of: **Chief Executive Officer**; Email: [kerry@enterpriseilembe.co.za](mailto:kerry@enterpriseilembe.co.za)

The closing date for applications is **Friday; 06 October 2023, 16h00**. Please note that applications received after the closing date and time will not be considered.

If you do not hear from us within four (4) weeks of the closing date, please consider your application as unsuccessful.

**Linda Mncube (Mr)**  
**Chief Executive Officer**