**Germiston** Phase 2 Housing Company(PTY) Ltd.
Known as **Ekurhuleni** Housing Company
(2000/007937/07)
(**"the company"**)
Chris Hani Village, Cnr Victoria Street & Linton Jones Street, Germiston
**Tel:** 011 825 0158 | **Email:** info@ehco.org.za | **Website:** www.ehco.org.za

**BOOKKEEPER: EXPENSES**
**PERMANENT**
**SALARY: R 500 000.00 PER ANNUM**

To keep track of all the financial transactions of businesses, making sure that money earned and spent is properly accounted for. To prepare accounts and ensure correctness in the balance sheet by verifying the figures within a set of timeframes.

| Minimum Requirement | Responsibilities |
|---|---|
| • Matric<br>• Diploma in Accounting or equivalent<br>• Postgraduate diploma or Degree in Accounting or equivalent **(Advantageous)**<br>• Training in Accounting systems<br>• 3 Year experience in full bookkeeping function(s)<br>• MFMA Training (**Advantageous)** | • Maintains an accurate trial balance / ledger accounts.<br>• Generate monthly financial accounts<br>• Calculates income tax and prepares documentation for submission and ensures payment.<br>• Ensures all relevant support documentation is attached to requisitions<br>• Ensure all creditors' accounts are reconciled.<br>• Authorizes journal entries<br>• Prepare standard and ad-hoc financial reports required for responsible fiscal management, including budget analysis, cash flows and forecasts including national treasury templates and SHRA templates<br>• Captures receipts and payments from the Bank statement daily prior to 9 am<br>• Ensures cash book entries have been accurately captured and allocated to appropriate general ledger accounts<br>• Ensure bank reconciliations are undertaken and signed off<br>• Actively manages unallocated receipts to reduce the balance<br>• Manages petty cash throughout including replenishing of petty cash, processing of petty cash transactions, issuing of petty cash (manages supporting documentation), reconciling of petty cash and prepares petty cash report for review by the Financial Manager<br>• Processes payroll journal to general ledger<br>• Reconciles the payroll to the general ledger<br>• Prepares third party or payroll creditor's payments (PAYE, UIF, Medical Aid, Provident Fund etc.) |

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|---|---|
| | • Produces a monthly payroll report |
| Interested persons who meet the above requirements must send their applications to the Ekurhuleni Housing Company on recruitment@ehco.org.za for attention: HR Ms Brenda Sekhute. The interviews will be conducted during October 2025. Consider your application as unsuccessful should you not hear from the company within 21 days of the closing date of 20 October 2025 | |