



**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:** 010 101 4675 | **Email:** Info@ehco.org.za | **Website:** www.ehco.org.za

| <b>BOOKKEEPER: EXPENSES<br/>PERMANENT<br/>SALARY: R 560 000.00 PER ANNUM</b>                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| 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.                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Minimum Requirement</b>                                                                                                                                                                                                                                                                                                                               | <b>Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"><li>• Matric</li><li>• Degree in Accounting or equivalent</li><li>• Postgraduate diploma or Honours in Accounting or equivalent<br/><b>(Advantageous)</b></li><li>• Training in Accounting systems</li><li>• 4 Year experience in full bookkeeping function(s)</li><li>• MFMA Training <b>(Advantageous)</b></li></ul> | <ul style="list-style-type: none"><li>• Maintains an accurate trial balance / ledger accounts.</li><li>• Generate monthly financial accounts</li><li>• Calculates income tax and prepares documentation for submission and ensures payment.</li><li>• Ensures all relevant support documentation is attached to requisitions</li><li>• Ensure all creditors' accounts are reconciled.</li><li>• Authorizes journal entries</li><li>• 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</li><li>• Captures receipts and payments from the Bank statement daily prior to 9 am</li><li>• Ensures cash book entries have been accurately captured and allocated to appropriate general ledger accounts</li><li>• Ensure bank reconciliations are undertaken and signed off</li><li>• Actively manages unallocated receipts to reduce the balance</li><li>• 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</li><li>• Processes payroll journal to general ledger</li><li>• Reconciles the payroll to the general ledger</li><li>• Prepares third party or payroll creditor's payments (PAYE, UIF, Medical Aid, Provident Fund etc.)</li></ul> |

**Non-Executive Directors:** L Mtimde (Chairperson); T. Hangana; F. Dikgale; D. Hlawula

**Executive Directors:** Z. Nkamana (CEO), S. Mjwara (CFO)

**Company Secretary:** J. Naidoo

Reg. No: 2000/007937/07

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Produces a monthly payroll report</li> </ul> |
| <p><b>Kindly note by submitting your application for the vacancy, you acknowledge that Ekurhuleni Housing Company may process your personal information in terms of the Protection of Personal Information Act No. 4 of 2013 ("POPIA").</b></p> <p><b>EHC is an equal opportunity employer and encourages persons with disabilities and candidates from all designated groups to apply.</b></p> <p>Interested candidates who meet the above requirements should send their applications to:<br/> <a href="mailto:recruitment@ehco.org.za">recruitment@ehco.org.za</a> , for attention: HR: <b>Ms. Ziphelele Buje</b></p> <p>Correspondence will be limited to shortlisted candidates. Applicants who have not been contacted within 6 weeks of the closing date should consider their applications unsuccessful.</p> <p><b>THE CLOSING Date 06 November 2026</b></p> <p><b>EHC reserves the right not to make an appointment</b></p> |                                                                                       |



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