



16 April 2025

## INTERNAL AND EXTERNAL ADVERTISEMENT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA). **JOSHCO invites suitably qualified and experienced persons to apply for the following vacant position.**

**Position :** Bookkeeper  
**Employment Status :** Short Term Contract (12 Months)  
**Department :** Finance

**Purpose of the Job:** To prepare accounts to balance sheet and verify correctness within a set timeframe. In addition, ensure that accounts are accurately and completely managed on a daily basis to ensure proper reporting.

### Responsibilities (but not limited to the following)

- ◆ Maintain an accurate trial balance/ledger accounts
- ◆ Generate monthly financial accounts Quantify risk limits
- ◆ Ensure all relevant support documentation is attached to requisitions
- ◆ Ensure all creditors accounts are reconciled
- ◆ Authorise journal entries Monitor the progress of risk mitigation activities
- ◆ Finalise inputs and attend to month end closure routine
- ◆ Run general ledger and peruse final accounts
- ◆ Reconcile balance sheet items to previous months and examine unusual movement
- ◆ Review general ledger with accountant and make necessary adjustments
- ◆ Provide Accountant with detailed analysis as requested
- ◆ Reconcile all intercompany accounts
- ◆ Pass adjusting journal entries
- ◆ Maintenance of general ledger accounts

### Minimum job Requirements, interested applicants must be in possession of:

- ◆ National Diploma in accounting or business administration, or equivalent
- ◆ At least 3 years' working experience within a bookkeeping/ financial or similar environment
- ◆ Solid understanding of basic bookkeeping and accounting payable/receivable principles
- ◆ Proven ability to calculate, post and manage accounting figures and financial records
- ◆ Knowledge of bookkeeping and generally accepted accounting principles.
- ◆ Preference will be given to candidates with a working knowledge of the SAP, Pastel, and accounting software package.

**Skills and competencies-** The ideal applicant must possess the following skills and competencies:

- ♦ **Generic skills:** Planning, Communication, Ethical, General Management Skills, Knowledge of Financial policy and procedure development and implementation, Financial Data Analysis skills, Budgeting and Budget, Problem-solving skills
- ♦ **Technical Knowledge and Skills:** Social Housing, Sector knowledge, MFMA knowledge
- ♦ **Attributes:** Emotional Intelligence, Leadership, Assertiveness, Interpersonal Skills

**Application Procedure:**

Please take note that only online applications will be considered. Please apply by using the following link below, by either copying the link onto browser or click on the link. Failure to apply using the correct link will result to an application not considered.



<https://share-eu1.hsforms.com/1seflGA2FTvaclubp5KZnGQew554>

JOSHCO is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representivity (race, gender, and disability). Correspondence will only be limited to shortlisted candidates and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.

**The Closing date for applications is 29 April 2025 at 16:00 any application received after the closing date will not be considered.**