



t: (021) 531 1860 / (021) 531 8022 f: (021) 531 0220

e: mail@sailing.org.za

www.sailing.org.za

This document provides the job description for the Bookkeeper and includes an outline of the main responsibilities and duties expected of this role.

JOB TITLE: Bookkeeper

REPORTS TO: CEO and Treasurer

HOURS: Full time

LOCATION: Cape Town

Α. Introduction

South African Sailing (SAS) is the nationally appointed authority for Sailing in South Africa. This includes managing and enabling all areas of the sport in South Africa under the SAS's Mission: To enable sailing for life across all sailing disciplines for all South Africans.

В. **Job Summary**

We are looking for a dynamic and enthusiastic, self-motivated, detailed focused person who will work closely with the full time and volunteer network running South African Sailing. The Administrator will provide full bookkeeping functions to support these teams. The organisation operates on the Xero accounting package.

C. **Responsibilities and Duties**

- Maintaining chart of accounts, cost and expense analysis and reports for the national organisation and the regions,
- Capturing of invoices, receipts and expenses,
- Compiling and captuing weekly payment schedules,
- Processing financial journals, and processing and reconciling bank accounts,
- Reconciling control accounts on Balance Sheets,
- Preparing monthly management accounts, budgets, reports against budget,
- Preparing and submitting VAT and PAYE E-Filing returns,
- Using the SARS efiling system and responding to queries raised by SARS
- Preparing weekly and monthly cash projection,
- Monthly payroll reports and submissions,
- Maintain Fixed Asset register and depreciation,



- · Reviewing insurance schedules,
- Coordinating the annual budget process,
- Obtain the information, submit and track all funding applications and quarterly returns,
- Coordinating with external Auditors / Accountants, preparing audit files, and tax returns

D. Other

Personal Attributes

- Passion Inspire others with your thirst for excellence
- Impact Accomplish amazing amounts of important work with meticulous attention to detail and high level of accuracy, and can be consistently relied upon
- **Communication** Ability to interact with people at all levels, listen well, concise, articulate, treat people with respect
- Curiosity Eager and rapid learner who thrives on freedom
- Judgement Ability to make wise decisions despite ambiguity
- Honesty and Integrity Focus on the overall good for South African Sailing

Requirements

- Grade 12 and appropriate financial qualification
- · Excellent administrative and written skills
- Attention to detail
- Computer literate (MS Office or Mac Office, Internet)

E. Applications

Applications close at midnight 20 January 2017. All applications to be submitted to Wendy at saswc@sailing.org.za

