



**Indlela  
Mental Health**

## **Job Advert (Full-Time) Snr Bookkeeper**

### **Background**

Indlela Mental Health is a Non-Profit organisation situated in Cotswold Gqeberha, it renders community-based mental health services through its various community projects to persons with psychosocial and intellectual disabilities. The organisation is governed by a robust board and employs a staff complement of 30. The financial department is headed up by a Finance Manager and now seeks to employ a full-time Snr Bookkeeper.

### **The snr bookkeeper will be responsible for amongst others:**

- Debtors, Creditors
- Reconciling bank accounts
- Salaries, UIF, PAYE, COIDA, IRP 5 submission
- Assisting in the preparation of monthly financial reports
- Preparation of financial reports to donors.
- Assisting in the preparation of budgets for proposals to donors.
- Managing donors' budgets
- Reconciliation of general ledger accounts
- Audit preparation for organizational and donor individual audits.
- Assisting in the procurement process.
- Completing all monthly returns, VAT, Medical Aid, UIF and SARS
- Administration of all documents

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### **Minimum Requirements**

Tertiary qualification in finance, accounting or related field is highly advantageous. Must have at least 4 - 5 years' related work experience

PO Box 7564, Newton Park, Gqeberha 6055, Eastern Cape | 21 William Street, Cotswold 6045  
Tel: +27 (0)41 365 0502 | Fax: +27 (0)41 365 0529 | Fax to Email: +27 (0)86 513 1856  
Email: [info@pemhs.org.za](mailto:info@pemhs.org.za) | [www.pemh.org.za](http://www.pemh.org.za)

Constituent body of SA Federation for Mental Health | Member of Community Chest  
003-573 NPO PBO: 390002479

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## Specific Requirements

- Computer literate with advanced Excel skills
- Experience in pastel accounting online and Pastel payroll
- Be a team player
- Effective written and verbal communication skills.
- Attention to detail
- Driver's license (code 8).
- He/she must have initiative and be able to work effectively under pressure independently and with a team.
- Preference will be given to persons with a disability.

Send an email with your letter of application that motivates you for this position.

Please include an updated CV, certified ID document, driver's license, certified copy of your degree certificate and relevant registration (if applicable) to [charmaine@indlela.org.za](mailto:charmaine@indlela.org.za)

**The closing date for this position is 16 September 2024**

**Only short- listed applicants will be contacted.**

**Applicants requiring additional information can direct enquiries to the finance manager Charmaine Cockcroft at 041- 365-0502 during office hours.**

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