

Terms of Reference

Summary of role: Bookkeeper - SouthSouthNorth

Position Title: Bookkeeper

Location: Cape Town, South Africa.

Remuneration: up to R22 000 depending on experience

Start date: ASAP

Role summary: SouthSouthNorth (SSN) is a non-profit organisation working on projects that promote sustainable development and address climate change. This Terms of Reference outlines the role identified for the Bookkeeper role.

About us

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. We enhance developing countries' access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision makers in delivering climate compatible development by informing policy formulation and implementation. We bring good governance to management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

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www.southsouthnorth.org

Physical Address: 55 Salt River Road, Salt River, Cape Town 7925, South Africa

Postal: P.O. Box 12842, Mill Street, Gardens, Cape Town 8010, South Africa

Roles and responsibilities

The post holder will:

- Raise purchase and sales invoices, code, and post to ledger
- Reconcile all supplier invoices
- Process cash books
- Process sales orders
- Post journal entries to ledger
- Perform bank reconciliations
- Process petty cash
- Process salaries journal
- Perform all creditor, debtor and salary control account reconciliations
- Filing all documents
- Report into the Financial Managers and ultimately to the Chief Financial Officer
- Perform ad hoc tasks

Competence and personal qualities

- Have a strong understanding and usage of Sage Evolution Accounting
- Good analytic and writing skills, and strong oral communication skills
- Good IT skills (Word, Excel, Power Point)
- Fluency in English, and preferably command of at least one other language
- Skills in listening, communication of ideas, creative problem solving, decision-making
- Ability to work as part of a team
- Excellent time management skills
- Strong interpersonal skills
- Ability to work on own initiative
- Adaptable to change

Qualifications

- Preferable qualification – University degree or Technical Diploma in Accounts
- Good work experience can replace the above (minimum of 3years work experience)

Application process

To apply, please complete the Google Form available via SouthSouthNorth.org or at <https://docs.google.com/forms/d/e/1FAIpQLSfL9YVIZhKvMO4soUpgIkEwOM5z6CUXmyDCw1jA9IfXw8CBNA/viewform?vc=0&c=0&w=1>

Applications will close on **Friday 17 May 2019**. Shortlisted candidates will be contacted within two weeks of the closing date. If you are not contacted within this time period please consider your application unsuccessful. Unfortunately we are not able to offer feedback on any application made for this job posting. SouthSouthNorth reserves the right to not make an appointment.