



Job Advert

Accounts Assistant Permanent

The Accounts Assistant is responsible for processing all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient, and timely manner.

Dimension	Job Requirements
Thinking Ability	<ul style="list-style-type: none"> ▪ Ability to anticipate future circumstances, conditions and requests and to use these scenarios to plan for the future ▪ Ability to recognise financial security concerns ▪ Ability to solve problems with flexibility and innovation ▪ Absorb and interprets information and instructions accurately and translate into helpful action ▪ High levels of verbal and numerical ability ▪ Ability to comprehend, develop and communicate abstract concepts
Academic Qualifications and Background	<ul style="list-style-type: none"> ▪ Matric ▪ Preferably Diploma or equivalent in finance or bookkeeping
Work Experience	<ul style="list-style-type: none"> ▪ Three to five years of previous experience in overseeing bookkeeping or accounting in the hospitality industry
Job technical Skills	<ul style="list-style-type: none"> ▪ Proficient in the standards of Accounting and Corporate Governance used in South Africa ▪ Proficient user of Accounting Software and Microsoft packages ▪ Conversant with other specialist terminology including: F&B service, Culinary, Housekeeping, Facilities Management, Security, Project Management, Wellness, Wildlife and Conservation
Personal Qualities	<ul style="list-style-type: none"> ▪ High degree of confidentiality and protection of sensitive information ▪ Committed to creating environments and systems that enable the delivery of exceptional financial controls ▪ Persistent in establishing effective systems, controls and activities ▪ Demonstrates exceptional levels of integrity ▪ Ability to work independently within the scope of work without receiving detailed instructions and display sense of urgency and dedication to meeting needs and wishes of others ▪ Ability to establish strong relationships with people from different backgrounds ▪ Operates comfortably and with flexibility, in an environment of high levels of ambiguity ▪ Maintains positive outlook in most challenging situations and circumstances ▪ Ability to multi-task and deliver under pressure and to accurately pay attention to detail
Business Values	<ul style="list-style-type: none"> ▪ Embraces, supports and models organisational values and culture

Sanbona shall apply the employment equity principles as set out in the Employment Equity policy and Plan.

*Interested applicants should submit a comprehensive Resume/ CV with all supporting documents to careers@sanbona.com by no later than **15 September 2022***