



PROFESSIONAL EDUCATORS'

1ST FLOOR PEU HOUSE
79 DE KORTE STREET
BRAAMFONTEIN 2017
TEL.: (011) 403-2990/1
FAX: (011) 339-8246

UNION

Established 1906

HEAD OFFICE

Email: gs@peuoffice.com

P O BOX 32838
BRAAMFONTEIN 2017
TEL.: (011) 403-2990/1
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Office of : General Secretary

31 May 2021

CALL FOR APPLICATIONS FOR BOOKKEEPING SERVICES

- 1 The Professional Educators' Union (PEU) is hereby calling for applications from suitably qualified Bookkeepers, to maintain its Financial Records, including purchases, receipts and analyze financial reports and ensure legal requirements compliance, process accounts payable and receivable and manage invoices and tax payments.
- 2 The following shall be other added responsibilities:
 - To record day to day financial transactions and complete the posting process.
 - To verify that transactions are recorded in the correct day book, suppliers' ledger, customer ledger and general ledger.
 - To bring the books to the trial balance stage.
 - To perform partial checks of the posting process.
 - To complete tax forms.
 - To enter data, maintain records and financial statements.
 - To process accounts receivable/payable and handle payroll in a timely manner.
- 3 The following are Requirements for the Post:
 - a) A Diploma/ B. Com Degree / Bookkeeping qualification.
 - b) At least five (05) years' experience as a Bookkeeper.
 - c) Bookkeeping to trial balance.
 - d) Microsoft.
 - e) Pastel partner.
 - f) Tax knowledge and application.
- 4 B. Com Degree qualification shall be an added advantage.
- 5 Applications must be emailed to Office of the President at: pres@peuoffice.com
- 6 Closing date for applications is **30 June 2021**