JOIN THE WAVE OF OPPORTUNITY

VACANCY CASHBOOK ADMINISTRATOR

Seaflower Group of Companies: incorporating the two main Operators, Seaflower Whitefish Corporation Limited & Seaflower Lobster Corporation based in Lüderitz, is an Equal Opportunity / Affirmative Action employer and requires the services of Cashbook Administrator at its Head Office in Lüderitz. The incumbent reports to the Financial Accountant and will be responsible for completing the bank reconciliations on a monthly basis, investigating items arising on bank reconciliations and ensuring that there are no posting errors in the general ledger.

ROLE AND ACCOUNTABILITIES:

- · Ensure that the bank reconciliations are reviewed and sign off by the Financial Accountant.
- Process deposit and payment transactions originating on bank statements on SAP.
- Obtain a valid expense voucher/ invoice/ slip for each expense.
- · Ensure that there is always sufficient cash in the box to pay ad hoc cash payments.
- Ensure that all expenses and receipts are processed on SAP and that the SAP balance agrees to the cash on hand at month-end.
- · Do cash counts on month-end or when necessary.
- · Apply cash receipts to correct customers and follow up on un-cleared deposits
- Ensure that the reconciliations are received and signed off by the Financial Accountant on a monthly basis.

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Grade 12, including Accounting as a subject, which must have been passed.
- At least 1 year experience as a cashbook clerk.
- · Strong administrative skills, i.e. a high degree of accuracy
- Basic MS Excel knowledge is required as reconciliations need to be done.
- · Knowledge of SAP ERP System is an advantage but not a necessity.
- · Basic accounting knowledge is required.

All applications meeting the **minimum requirements** should be accompanied by a detailed curriculum vitae, certified copies of qualifications and ID documents, which are non-returnable.

By hand: Seaflower Group, Industry Road, Luderitz, or via email: hr@seaflower.com.na Or by post to: The Human Resources Department, Seaflower Group, P.O. Box 15 Lüderitz.

Deadline: 23 June 2023 at 17h00

No Faxed documents will be accepted and only shortlisted candidates will be contacted



The Wave of Quality

(*) SEACOPE