



# Archdiocese of Cape Town

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## **VACANCY: Accountant**

The Finance Department of the Archdiocese of Cape Town is looking for an **experienced, qualified Accountant to manage and maintain its accounting records** reporting to the Financial Administrator of the Archdiocese.

### **Key duties and responsibilities include**

- Prepare, maintain and report on all Archdiocesan financial accounts in accordance with IFRS for SMEs;
- Proper record-keeping and audit trails of all transactions;
- Full payroll function in compliance to relevant legislation and internal processes;
- Maintain adequate cash flow needs through prudent management of reserves;
- Professional, effective and consistent communication with all internal and external stakeholders including management, staff, priests, laity, parishes;
- Maintain and ensure sound internal financial controls via electronic banking, manual cash, cheque payments and other Archdiocesan resources / assets;
- Tracking and follow-up on accounts receivable and payable with relevant debtors / creditors;
- Perform bank reconciliations of all accounts and clear reconciling differences;
- Assist the Financial Administrator through regular reporting and analysis of financial information;
- Manage and administer treasury investments and interest calculations;
- Manage and administer staff retirement annuity fund contributions;
- Facilitate and coordinate entire audit process with auditors including compiling the financial statements.

### **Requirements include**

- Compulsory professional qualification of a university degree in Accounting / Auditing;
- Compulsory experience of minimum 5 years – previous experience in a religious organisation or NPO would be an advantage;
- Compulsory knowledge and excellent experience of software such as Quickbooks Pro (Desktop), Quick Payroll, SARS efile and e@syfile, Microsoft Office suite (Excel, Word, Outlook), Standard Bank Business Online and EFTS batch imports;
- Candidate must have impeccable honesty, integrity, trustworthiness, reliability and be able to work independently without constant supervision; strong attention to detail and data analytics;
- Candidate must be willing to learn / understand the entire accounting system in the Archdiocese context and demonstrate the ability to handle pressure, deadlines, multi-tasking, and be prepared to assist with urgent matters arising;
- Candidate need not be Catholic, but must demonstrate a passion for the church's mission and be willing to aid the church in fulfilling this mission;
- Candidate must have no criminal record and be willing to undergo a background check.

The successful candidate will be offered a market-related salary with a probationary contract of three months.

Please email your CV with 3 independent, contactable references directly to the Financial Administrator at:  
[vacancy@adct.org.za](mailto:vacancy@adct.org.za)

Closing date: 15 November 2019