

ADVERT

POSITION: ACCOUNTANT

at the Southern Africa Union Conference (SAU), Bloemfontein

Applications are invited to fill the vacancy which exists in the Treasury Department at the SAU in Bloemfontein. Applicants must be members of the Seventh-day Adventist Church and must have a high level of ethical and moral values; a high level of integrity and maintain confidentiality on sensitive matters.

By submitting your application you agree and give permission to the SAU to collect, process, authenticate and confirm your qualifications through SAQA and/or the SAPS and/or the institution(s) from which you obtained your qualification(s). The purpose of this enquiry is to ensure that all qualifications submitted by you in support of your application are both truthful and accurate in all respects. This information will be utilised by the SAU alone and transfer thereof to a third party will not be effected, unless so authorised by yourself in writing. If you object to the collection and processing of your personal information, you shall inform the SAU in writing thereof and clearly state the reason(s) for your objection. If access to information is denied/refused by yourself, such denial/refusal may result in your application not being considered.

DUTIES AND RESPONSIBILITIES

1. Prepares accounting records to Trial balance.
2. Maintains and reconciles ledger accounts.
3. Works without supervision.
4. Reports to the senior accountant.

EDUCATION AND EXPERIENCE

Must have a Bachelor's degree in Accounting or equivalent plus three years' experience as an Accountant.

SKILLS AND COMPETENCIES

1. Must have knowledge of Excel, Microsoft word and numeracy skills.
2. Must have good interpersonal skills, accounting skills, time management, self-disciplined and high quality reporting and presentation skills.
3. Knowledge of sun systems accounting and the church financial policies will be an added advantage.

DOCUMENTS TO BE SUBMITTED:

1. Letter of Application
2. Curriculum Vitae with three references
3. A Testimonial from your local Church Pastor
4. Certified Copies of your Qualification certificate(s) and Identity Document

REMUNERATION will be based on the denominational wage-scale with the due consideration for qualification and experience.

APPLICATIONS ADDRESSED TO:

Mr. MM Ncube
SAU Associate Executive Secretary/Human Resource Manager
E-mail: hrv3@sau.adventist.org

ENQUIRIES:

Mrs. Mavis Mweemba
Tel. (051) 447-8271

CLOSING DATE: 29 June 2018 (Kindly note that no late applications will be considered. Only shortlisted persons will be contacted)