



**WE ARE
HIRING
VACANCY**

Vacancy: BMG Park - South Africa
Cashbook Clerk -M3950



Roles & Responsibilities:

- Processing of cash book transactions (bank charges, interest)
- Processing of petty cash transactions
- Processing of debit and credit card transactions
- Assist team with ad hoc tasks.
- Daily cash book reconciliations for 6 cash books
- Monthly reconciliation of petty cash
- Update of banking confirmations
- Liaise with external departments: Finance and Reconciliations.
- Liaise with other banking institutions.
- refund payments, monthly SARS & PAYE payments

Minimum Requirements:

- Diploma or relevant certificate in accounting will be an advantage.
- 1- 3 - years' experience in accounting- mainly cash book.

Should you have the necessary skill set, attach your CV and send to mohlaled@bmgworld.net REF: "Cash Book Clerk" M3950 must be quoted in subject of the e-mail.

All internal applicants are required to complete an IVAF form signed off by line manager prior to submitting application.

Closing date for applications -26 January 2024

*If you have not received notification regarding your application within 2 weeks after the closing date.
Please consider your application unsuccessful.*



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