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INVESTMENTS

# WE ARE HIRING

## Group Bookkeeper

### Job Responsibilities:

- Capture daily financial transactions for group entities
- Manage accounts payable and receivable accurately and timely
- Conduct weekly/monthly bank, creditor, and debtor reconciliations
- Maintain the general ledger and supporting schedules
- Prepare weekly/monthly financial reports and assist with management accounts
- Support audits, statutory submissions, and compliance processes

### Desired skills:

- Strong attention to detail and numerical accuracy
- Proficient in Sage Accounting Online
- Solid Microsoft Excel and reporting capability
- Strong organisational and time-management skills

### Qualifications

- Diploma/Certificate in Accounting, Finance, or Bookkeeping
- Minimum 3 years' experience in a bookkeeping role
- Experience working within a group or multi-entity environment



**Send your CV & Cover Letter to:**

Email: [info@tginvest.co.za](mailto:info@tginvest.co.za)

**More Information:**  
[www.tginvest.co.za](http://www.tginvest.co.za)

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