

## JOB DESCRIPTION

### Cashbooks & Creditor's Clerk

Common Ground is seeking to employ a dedicated individual with strong administrative and financial bookkeeping skills. The ideal applicant would be someone with high capacity to manage various financial projects from start to finish. At least 2 years' experience in Sage Evolution accounting and bookkeeping would be advantageous for this position. Being part of the finance team will require working full time (40 hours) and occasionally overtime during busy periods. It would be preferable if the applicant is a member of one of our Common Ground congregations.

#### The successful candidate must:

- Be a competent communicator;
- Be approachable and trustworthy;
- Have excellent interpersonal skills & display the ability to develop positive working relationships with individuals & teams;
- Have a mature and responsible attitude towards work with the ability to take ownership of projects;
- Have the skill to multi-task and handle financial projects across eight congregations;
- Be adaptable to new projects and requirements;
- Have advanced attention to detail;
- Have excellent time management & organisational skills;
- Be highly proactive & have good self-leadership skills;
- Have good problem-solving and decision-making skills;
- Be resilient and open to working with various personalities;
- Have experience with bookkeeping programmes & excel.

#### Roles & Responsibilities (include, but are not limited to):

##### **1. Cashbook Processing**

This requires daily reconciliation of church bank accounts and processing into the accounting software as well as the monthly processing of petty cashbooks.

##### **2. Financial Reporting**

Weekly reports for the events & operations team as well as ad-hoc reporting for the Finance Team across the various projects being undertaken.

##### **3. Payments & Refunds**

Preparation of the weekly payments batches and supporting elders and staff in processing refund payments.

##### **4. General**

General daily, weekly and monthly responsibilities include the collection and reallocation of counting team books, petty cash, filing and archiving financial documents.

Please submit your motivational cover letter and C.V. to [ashton@commongroundchurch.co.za](mailto:ashton@commongroundchurch.co.za)