

Tel: 012 334 1200
Fax: 086 663 0766
email: gospel@radiopulpit.co.za
web: www.radiopulpit.co.za

PO Box 3436, Pretoria, 0001
42 Jacobus Street, Kilner Park
Pretoria
Reg No 1978/001847/08
VAT No 4460123484



JOB VACANCY

Radio Pulpit, a Christian community radio station, is seeking a committed and enthusiastic professional who is passionate about media and ministry. We are looking for a dynamic individual whose personal belief system and values resonate with the mission, core values, and statement of faith of Radio Pulpit, as outlined on our website: www.radiopulpit.co.za.

SENIOR BOOKKEEPER

(No later than 1 July 2025)

Summary of the job: The Senior Bookkeeper at Radio Pulpit is responsible for handling financial reporting and accounting tasks in compliance with regulatory and legal requirements. This role involves preparing financial statements (for the smaller companies), monitoring cash flow, reconciling accounts, and ensuring accurate financial operations across multiple entities within the group.

The core work outputs of this job are to ensure the following

Output 1: Financial Reporting and Regulatory Compliance

- Prepare accurate monthly management accounts, including profit and loss statements and balance sheet reconciliations.
- Compile annual financial reports in accordance with applicable statutory and regulatory requirements.
- Collect, analyse, and interpret relevant financial data to support informed decision-making.
- Execute all monthly financial procedures in a timely manner, including creditor reconciliations, payment processing, statement distribution, and submission of statutory returns.
- Oversee the preparation and processing of authorised electronic payments to suppliers and staff, ensuring timely execution and proper supporting documentation.
- Maintain accurate control of petty cash, ensuring that all transactions are supported by appropriate documentation and authorisation.
- Calculate and submit VAT returns.
- Maintain and update the fixed asset register, including the coordination of physical asset verifications.
- Provide effective communication and liaison with the organisation's banking partner regarding financial queries or issues.
- Support a service-oriented finance function, ensuring supplier queries and complaints are addressed efficiently and professionally.
- Identify opportunities to improve financial systems and administrative processes, ensuring continuous improvement in efficiency and compliance.

Output 2: Accounting responsibilities for smaller identified companies within the group

- Prepare accurate financial statements for designated subsidiaries in compliance with recognised accounting standards and internal policies.
- Ensure all expenditures remain within approved budgetary limits and recommend corrective measures where necessary.
- Analyse financial performance, identify and recommend cost-saving opportunities to enhance financial efficiency and sustainability.
- Provide accurate, timely financial data to support both internal reviews and external audits.
- Collaborate with departmental heads and management teams to facilitate effective financial planning and informed decision-making.

Your daily companion



Rev Hermy Damons (Chairperson), Dr E Ngwenya-Seobi, Mrs M Freislich,
Mr TF Erasmus, Rev TN Links, Rev CV Pillay, Rev K Verhoef (Ex Officio)

- Compile detailed financial reports, budgets, variance commentaries, and management accounts for internal stakeholders.
- Perform financial administrative tasks and conduct internal audits to ensure compliance with organisational policies and regulatory requirements.
- Liaise with managers and other departments to ensure efficient financial operations across the group.
- Develop, implement, and maintain financial procedures and systems to optimise operational performance and ensure internal controls.
- Where applicable, support project financing efforts, including negotiating and securing funding in alignment with organisational needs.
- Monitor and manage income and expenditure to safeguard financial stability and sustainability.
- Contribute to the development of financial strategies aimed at enhancing value creation and supporting the organisation's long-term goals.

Output 3: Cash Flow and Bank Account Oversight

- Perform daily reviews of bank account balances to detect irregularities and mitigate the risk of fraud.
- Ensure the timely allocation of funds for salary disbursements and supplier payments; promptly escalate funding concerns to the accountant and senior management.
- Manage bank accounts to ensure sufficient balances are maintained for scheduled transactions and potential deductions.
- Immediately report any financial discrepancies, unusual transactions, or deviations from expected account activity.
- Monitor the cash flow status of all Radio Pulpit accounts on a regular basis; coordinate with the creditors' clerk to prioritise essential payments when liquidity is limited.
- Compile and submit accurate weekly cash flow statements to the accountant for consolidation and reporting to the Financial Manager.

Qualification:

- Diploma or degree in Accounting, Finance, or related field.

Knowledge:

- In-depth knowledge of accounting principles, financial regulations, and compliance standards.
- Knowledge and experience:
 - Internet banking (Business Integrator)
 - Internal financial administrative procedures and policies
 - VAT requirements and procedures
 - Audit procedures
 - Internal accounting procedures of a non-profit organisation
 - Contact management according to GAAP
 - Compiling and reconciliation of cashbooks up to trail balance
 - Debtors and creditors

Experience:

- Proven experience (minimum 3 years) as an accountant or similar role.
- At least 2 (two) years bookkeeping experience on Pastel

Computer literacy:

Proficiency in accounting software and MS Office Suite(including Microsoft Dynamics) , particularly Excel, Pastel Partner 19 and Sage 50Cloud Pastel Partner

Required Skills, Competencies, and personal qualities:

- Ability to manage deadlines and prioritize tasks effectively
- High attention to detail and accuracy.
- Strong organizational and time management skills.
- Ability to handle confidential information with integrity.
- Assertiveness
- Ability to work time effectively and to develop new ways to be more effective
- Ability to work under stress especially during month end deadlines
- Able to work quickly and accurately

- Ability to function independently
- Numerical skills
- Ability to learn quickly and easily
- Ability to analyse and interpret information quickly
- Analytical skills (logical thinking) and decision-making skills
- Problem-solving mindset with a proactive approach to challenges
- Good planning and organisational skills
- Administrative and technical skills
- Good communication skills (verbal and written)

Language proficiency: English

Own transport & valid driver's license

Work environment: Office hours (40 hours per week, Monday to Friday) & willingness to work after-hours at Listener Development Projects (*as and when required*)

Candidates who meet the minimum requirements are encouraged to apply for this position by sending their resume with a cover letter detailing why they would be a great fit for this role and why they would like to work for a **Christian** community radio station by no later than **no later than 15 May 2025** to: jobs657@radiokansel.co.za.

If you have not heard from us within 30 days of the application deadline, please consider your application unsuccessful