

# Bookkeeper

<b>Remuneration:</b>	negotiable
<b>Location:</b>	Johannesburg, Lonehill, Fourways
<b>Job level:</b>	Mid/Senior
<b>Type:</b>	Permanent
<b>Company:</b>	<a href="#">Creative Space Media</a>

Creative Space Media is looking for an experienced bookkeeper to handle debtors and creditors accounts.

## Requirements:

- Formal post-matric qualification (diploma or certificate) in accounting/bookkeeping from recognised tertiary educational institution
- Proficiency and experience with SAGE accounting is essential for this role
- Very proficient in Microsoft Office, specifically strong Microsoft Excel skills
- Excellent general administration skills
- Good telephone manner
- At least 3-5 years previous experience preferably in a bookkeeper position or similar role
- Sound knowledge and understanding of accounting principles and practical application ability.
- Drivers licence and own transport

## Application question(s):

- Do you have at least three years of bookkeeping experience?
- Do you have at least three years of SAGE sccounting experience?
- Are you based in Fourways/Sandton or surrounding areas?

**Job types:** full-time, permanent

Posted on 03 May 08:36, Closing date 1 Jul

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Sally  
[Sally@creativespacemedia.co.za](mailto:Sally@creativespacemedia.co.za)

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