

Administrator Position

As Consulting and Associates is a dynamic Management consulting firm , the company is looking for resident Administrator to support is operation for at our office 130 main street , Johannesburg,

The prospective administrator shall be responsible for the following duties but not limited to;

- General office errands, responsible for the office running and maintenance
- Responding to client enquiries from BARK team
- Requesting meeting set-up for bookkeepers
- Capturing of accounting record, VAT returns
- Addressing client critical reporting compliance issues
- Preparation of account records .financial statement
- Submission of PAYE , applying fir TCC , for clients
- Submission of personal tax for clients
- Addressing training enquiries
- Bookkeeping for clients using pastel
- Registration of new company for client that needs it
- Responsible for the ICB short course on our side
- To support the training manager for the training program at the center at Midrand
- Responding to client enquire for the bookkeeping and other services that may be require
- Other will be advice when they are due. (other works activities)

NOTE “: The position require string Account and tax related services.

Requirements:

- Must have a National diploma in Accounting,/Management, a degree in Financial Accounting and or part Qualification in CA, and or ACCA will added advantage
- Must be a be ready to register with Sait (south Africa Institute of Tax professional
- Abel to use sage pastel, with at least one year experience
- Computer literate all Microsoft packages
- Ability to work within time bound , under high pressure of loads (work schedule)
- Travelling may be require, own transports will be added advantage

To apply send CV and motivation letter to koa@m3s.co.za , www.aas-ca.com , the position is immediate, after finding suitable candiated the advert will be removed from our websites.