



# Bookkeeper and Member Management Controller

## NOTICE AND DESCRIPTION

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## INTRODUCTION

The Association of Arbitrators (Southern Africa) NPC (AoA) was formed in 1979 to constitute an organisation to promote Alternative Dispute Resolution (ADR) as a means of resolving disputes; to provide a body of competent and experienced ADR specialists for appointment as required; to assist ADR specialists in the efficient discharge of their duties; and to make ADR more effective.

## JOB DESCRIPTION

The AoA has an available position for a skilled Bookkeeper and Member Management Controller, at its Sandton Head Office. The position is available immediately.

### 1.1. Responsibilities- Accounts

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|-----|---|--|
| 1.  | Accounting entries:                     | Accurate and timeous entries at all times.   |
| 2.  | Accounts:                               | Handle account queries.  |
| 3.  | Annual audit:                           | Assist auditors with the annual audit.   |
| 4.  | Annual return:                          | Ensure that the annual return is correctly submitted on time.  |
| 5.  | Banking:                                | Preparation for banking, loading payments, liaising with banking relationship manager, resolving problems with online portal, reconciliation of bank statements, etc.  |
| 6.  | Branches:                               | Record journal entries of branch transfers and stock. Ensure branch financials are up to date.   |
| 7.  | Budget:                                 | Assist in the budgeting process.   |
| 8.  | Catering:                               | Arrange cost-effective and suitable catering for events.   |
| 9.  | Company documents:                      | Maintain an up to date list and register of all company documents, together with an up to date submission of the latest directors (eg. MoU; company rules; etc.).      |
| 10. | Comparative quotes:                     | Obtain comparative quotes and compile reports with comparative specs, for anything office related that can improve productivity and cost-effectiveness.                |
| 11. | Contracts:                              | Keep accurate records of all service provider contracts, including contract expiry dates, etc. Ensure timeous and cost-effective renewals are reported and negotiated. |
| 12. | Debtors and creditors:                  | Postings and reconciliations.  |
| 13. | General Ledger processes:               | Accruals; provisions; fair value adjustments; recoveries; etc.   |
| 14. | Insurance:                              | Ensure all assets are recorded in the asset register correctly and are listed under the company's insurance policy with their correct values.                          |
| 15. | Management accounts:                    | Preparation, including variance analysis and forecasting.  |
| 16. | Manco and Board meetings:               | Accurate and timeous reports for all Manco and Board meetings.   |
| 17. | Marketing:                              | Monitor the financial information and returns for marketing campaigns.   |
| 18. | Monthly reports:                        | Accurate and timeous reports for the Treasurer.  |
| 19. | Petty cash:                             | Maintain and manage the petty cash flow, including the cash sale of drinks, etc. at functions.   |
| 20. | Reconciliation of all accounts file:    | Preparation of the reconciliation file.  |
| 21. | Statutory calculations and submissions: | e-Filing (eg. CIPC; VAT; etc.), calculations, postings and payments.   |
| 22. | Statutory requirements:                 | Keep up to date with and report on statutory requirements and any new developments in this regard.   |

## 1.1. Responsibilities- Accounts

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|-----|----------------|--|
| 23. | Travel:        | Book travel, reconcile travel expenses, etc. |
| 24. | Trial balance: | All reconciliations.                         |

## 1.2. Responsibilities – Human Resources

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|---|---|---|
| 1 | Payroll:                                | Calculate, load and 1st release of salaries accurately and timeously.   |
| 2 | Leave:                                  | Maintain and report on a register of staff approved leave entitlements. |
| 3 | Statutory calculations and submissions: | PAYE; SDL; UIF; etc. - calculations, postings and payments.             |

## 1.3. Responsibilities – Member Management

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|---|--|---|
| 1 | Marketing assistance:                        | Assistance with marketing courses and events to members, students and the public.   |
| 2 | Member details:                              | Maintain and keep accurate, up to date all members' full details (as per the prescribed membership form) and ensure that the Member Management is up to date at all times. This includes Internet research regarding members. |
| 3 | Membership fees:                             | Ensure that members are invoiced timeously for the annual membership fees. Follow up on the payments thereof. Provide reports in this regard.   |
| 4 | Statutory Directors and Committees Register: | Maintain an up to date complete register of all committee members in respect of the Companies Act.  |
| 5 | Statutory Members Register:                  | Maintain an up to date complete register of all members in respect of the Companies Act.  |
| 6 | Student details:                             | Maintain and keep accurate, up to date all students' full details (as per the prescribed students form) and ensure that the Member Management is up to date at all times. This includes Internet research regarding students. |
| 7 | Student fees:                                | Ensure that students are invoiced timeously for the events/lectures fees. Follow up on the payments thereof. Provide reports in this regard.  |

## 1.4. Education and Experience

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|---|---|
| 1 | Bookkeeping Certificate or equivalent working experience.               |
| 2 | Driver's license: Valid code 8 driver's license required.               |
| 3 | Grade 12 or equivalent qualification.                                   |
| 4 | Minimum 5 years previous working experience in an accounts environment. |

## 1.5. Skills

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|----|-----------------------------------|---|
| 1. | Communication and Writing Skills: | Excellent communication and writing skills in English; professional verbal and written communication skills. Afrikaans is an advantage. |
| 2. | e-Filing:                         | Submissions of PAYE; SDL; UIF; etc.   |
| 3. | Excel:                            | Excellent spreadsheet skills. Advanced Excel is an advantage.   |
| 4. | Microsoft Office:                 | Word; Excel; PowerPoint; Outlook.   |
| 5. | Sage Pastel:                      | Excellent knowledge and experience with Sage Pastel.  |
| 6. | Windows:                          | Computer literacy, good general computer knowledge and experience.  |

## 1.6. Working Conditions

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|----|---------------------------------|---|
| 1. | Mainly office based in Sandton: | However, some travel may be required (eg. banking, meetings, events, etc.).   |
| 2. | Monday to Friday:               | After office hours when required.   |
| 3. | Overtime:                       | Is subject to work beyond normal working hours, evenings, weekends and holidays should the need arise, without overtime compensation. |
| 4. | Reporting:                      | You will report to the General Manager and to the Treasurer.  |
| 5. | Under cover parking:            | Secure under cover parking is available.  |
| 6. | Year-end closure:               | The offices close over December, at the discretion of the Board. This does not form part of the annual leave allocation.              |

## 1.7. Qualities

1. Ability and willingness to handle difficult situations.
2. Ability to accept and comply with correction in a mature manner.
3. Ability to accept and comply with instructions in a mature manner.
4. Ability to make independent decisions when circumstances warrant.
5. Able to get along easily with staff and members.
6. Able to work under pressure.
7. Confident.
8. Creative.
9. Driven (especially regarding deadlines and the promotion of the AoA).
10. Excellent people, communication and organisational skills.
11. Fun and outgoing.
12. Hard working.
13. Honest.
14. Innovative.
15. Not a clock watcher (willing to do what it takes to get the job done accurately and on time).
16. Passionate (especially about growing the AoA, service delivery, other staff, etc.).
17. Patience, tact, a cheerful disposition and enthusiasm.
18. Problem solver/solution seeker.
19. Reliable.
20. Strict adherence to company and bookkeeping policies and procedures.
21. Strong attention to detail.
22. Well organised.
23. Willingness to help other staff in all spheres of the business (eg. cleaning).
24. Willingness to learn additional and necessary skills.

## APPLICATION

Please email your fully completed Employment Application Form (in pdf format), together with the required attachments, to [rochelle@arbitrators.co.za](mailto:rochelle@arbitrators.co.za).