



## SANZAF BOOKKEEPER - JOB PROFILE

ORGANISATION / COMPANY:	<b>South African National Zakah Fund (SANZAF).</b> The South African National Zakah Fund (SANZAF) is one of the leading faith-based, socio-welfare and educational organizations in Southern Africa that strives to facilitate the empowerment of needy families through the efficient collection and effective distribution of Zakah and other Sadaqat in a proactive and cost effective way with dignity, sincerity and a shared responsibility.
DEPARTMENT:	<b>Durban Regional Office</b>
JOB TITLE:	<b>Bookkeeper</b>
SALARY:	Market Related (Dependant on experience)
MAIN PURPOSE OF JOB:	To facilitate the complete bookkeeping function to Trial balance. To assist with budgeting, and all financial and administrative related aspects of the accounting department.

### Minimum Requirements

2 Years' experience in pastel Accounting

An accounting entry level qualification at a tertiary institution

The applicant must be deeply rooted in the Islamic faith belief system with a sound understanding of Zakah.

### Attributes and strengths

The incumbent will display and exercise the following:

Must be equipped with sound knowledge of Pastel Accounting and the Microsoft Office Suite

Must be able to work independently and accurately;

Must be deadline driven;

Be responsible, reliable, trustworthy and accountable.

Passionate about community development.

Must be able to work under pressure and consistently meet deadlines.

Must be a team player.

The incumbent may be required to perform sundry departmental administration, reports, reviews and other related duties and responsibilities in the course and scope of the employment contract at SANZAF as determined by the Board of SANZAF, and in order to execute the overall strategy of SANZAF as determined by National Executive Board of SANZAF from time to time.

***Applicants that do not meet with the criteria will not be considered. If you do not get a response from us within 7 days of submitting your CV then please consider your application unsuccessful.***

Qualified and interested applicants are invited to submit their CV, certified copies of relevant qualifications and a motivational letter to: **humanresource@sanzaf.org.za - Closing Date 21 August 2017**

Your letter should cover the following areas

- Why do you think you are the best candidate for the post?
- What is your vision for the organisation
- How will you make a difference?
- Any other relevant comments
- Please do not exceed a maximum of three pages.

