

My Job Search

Junior Accounting and Tax Clerk

Accountant- Private practice ,Cape Town, Western Cape, South Africa

Description

We are looking to hire a reliable Junior Accounting and Tax Clerk. This candidate will report to senior staff and a partner of the firm.

The potential candidate should portray the following skills:

- Attention to detail.
- Ability to think out the box.
- Ability to communicate with clients and staff.
- Their work should be accurate and performed in a timely manner.
- A basic understanding of Accounting and Income Tax concepts.
- Be able to work independently and a great team player.

Duties and Responsibilities (included but not limited to):

- Perform basic field work at all Independent Review/Audit clients.
- Compilation of basic working paper files.
- Communication and liaising with SARS in various forms of correspondence.
- Complete all relevant statutory returns (Income Tax/ Provisional Tax/PAYE/VAT/EMP501/IRP5's/IT3a's etc.)

Ability to Commute:

- Cape Town, Western Cape (Required)

Application Deadline: 2023/10/31

Expected Start Date: 2024/01/24 (Sooner if possible).

Advertiser details

Name	MKD Chartered Accountants (S.A) Incorporating Raymond Klitzner Financial Consultancy
Email	info@mkdsa.co.za
Address	Cape Town, Western Cape, South Africa

More details

Company Name	MKD Chartered Accountants (S.A) Incorporating Raymond Klitzner Financial Consultancy
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Advertised By	Business
Job Type	Full Time
Language	English
Gender	Any
Drivers Licence	Code EB
Highest Education	Diploma
Experience	3+ yrs
Salary	R 10 000 - R 15 000
Link	For more information click here