



PRETORIA OOGINSTITUUT  
PRETORIA EYE INSTITUTE  
*Africa's 1<sup>st</sup> Private Eye Hospital*

## OPPORTUNITY FOR A BOOKKEEPER/CASHIER

This position reports to: The Accountant

### **PURPOSE:**

The successful candidate's main responsibilities will include the timeous capturing of invoices and journals into the accounting system, cash handling, capturing of all cash transactions, handling of petty cash, daily banking responsibilities and stock control.

### **Key Performance Areas:**

1. Internal Cash Processing and Controls
2. Accurate and timeous processing of supplier invoices
3. Accurate and timeous processing of customer invoices
4. IOL issuing and maintaining inventory controls

### **Requirements:**

1. Good communication and Interpersonal skills.
2. Self-driven, motivated, productive, efficient and able to work under pressure
3. Computer literate
4. Strong attention to detail
5. Trustworthy
6. Proven ability to prioritise and re-prioritise workload quickly and effectively
7. Can handle all information in a highly confidential manner
8. Ethical Behaviour
9. Ability to work independently and as part of a team.

**Interested, suitable qualified applications, including a comprehensive CV, a cover letter and copies of qualifications can be forwarded to the HR Practitioner at**

**[Shelldonette@eyeinstitute.co.za](mailto:Shelldonette@eyeinstitute.co.za)**

**(Internal candidates are reminded to discuss their applications with their line managers prior to submitting their CVs)**

**Closing date: 15 October 2017**

*Only short-listed candidates will be contacted. If you have not heard from us within 15 days of the closing date, please accept that your application has been unsuccessful. The Pretoria Eye Institute is an equal opportunity Employer.*

