



OTTOBAUTHENTIC

Let's Talk... we're looking for:

Cluster Bookkeeper

Witbank, Mpumalanga

Salary: R30–40kpm CTC

Role:

- Our client in Witbank needs a Bookkeeper to provide hands-on financial administration and bookkeeping support across a group of 3–5 service stations within a Cluster. The role ensures transactional integrity, reconciliations, cost control, and supports financial compliance at site level — enabling the Cluster Manager to focus on operations and people development.

Qualifications & Skills

- Diploma in Finance/Bookkeeping or similar (NQF 5–6)
- SAGE 300 (Payroll) ACCPACK accounting programme experience non-negotiable
- 3+ years' experience in retail/service station bookkeeping or admin
- Able to travel between sites within the cluster as needed
- Detail-oriented, structured, and confident dealing with multiple sites

Responsibilities:

- Maintain and reconcile daily, weekly, and monthly site financial records (cash-ups, EFTs, float management)
- Process and verify supplier invoices, stock receipts, fuel purchases, and cost of sales entries
- Maintain relevant in-house systems
- Assist in monthly stocktakes and ensure financial accuracy of stock movement reports
- Reconcile debtor and creditor accounts for site-based suppliers or third parties
- Assist with payroll input collation (timesheets, overtime, absenteeism data)
- Submit month-end packs to Finance Business Partner, including commentary on anomalies
- Support Cluster Manager with budget input and spend tracking
- Flag risks or variances (e.g. shrinkage, supplier discrepancies) and recommend corrective action

Benefits:

- Provident fund
- Travel reimbursement

Kindly note: If you have not heard from us within 7 working days, your application was unsuccessful.

FULL JOB SPEC available on request.

How to Apply: Please submit your resume to: elle@ottobauthentic.co.za and use the job title as the subject.