



Junior Accountant

Alphawave is an established technology investment group, enabling the best in their field to build successful international businesses. The Group offers employees the opportunity to work in small or large teams, alongside leaders in their field of technology, helping them compete and succeed globally. Recruits can enjoy the exhilaration of a start-up business, without the risk usually associated with this environment.

All our companies form part of the Alphawave Group, who support and fund these businesses from concept to being market ready, to growing into formal international companies. Prepare to be challenged, work hard, have fun, and enjoy the reward of being part of building successful products and companies. The portfolio comprises of 16 innovative tech businesses, over 350 employees and more than 165 engineers and developers.

We offer a hybrid work environment, great coffee, and lunch daily. We ensure that our team gets generous leave and flexibility.

WHO WE'RE LOOKING FOR

We are looking for a Junior Accountant | Bookkeeper who will take responsibility for various activities, focussed on processing of financial transactions, across several portfolio companies under the supervision and guidance of senior accountants.

KEY PERFORMANCE AREAS

The successful candidate will be responsible for bookkeeping across various companies. Key responsibilities include, but are not limited to:

- Capturing customer and supplier invoices for various companies
- Importing and processing credit card transactions and reconciling transactions to supporting documentation
- Completing monthly supplier reconciliations and month-end closing procedures
- Completing monthly customer reconciliations and month-end closing procedures
- Administering accounts receivable and accounts payable
- Performing bank reconciliations
- Investigating and resolving reconciling items and discrepancies
- Maintaining an accurate and well-organised electronic filing system for accounting records and supporting documentation
- Assisting with general administrative and ad hoc accounting tasks as required

EXPERIENCE, KNOWLEDGE, AND SKILLS

- Relevant Accounting or Bookkeeping qualification
- Previous bookkeeping/accounting experience
- Practical experience working with Xero
- Previous experience processing customer and supplier invoices
- Experience with customer, supplier and bank reconciliations
- Good working knowledge of Microsoft Excel would be advantageous

PERSONAL ATTRIBUTES

- Accurate and detail-oriented
- Honest, reliable and accountable
- Organised and deadline-driven
- Analytical and proactive
- Eager to learn and develop

If you meet the requirements and are interested in this opportunity, please submit your application to zkelbrick@alphawave.co.za.