



Consider this career challenge at Casidra

Casidra SOC Ltd is a Provincial Government Business Enterprise of the Western Cape, registered as a Schedule 3D company. Our mission is to advance agricultural and economic growth through exceptional project management and strategic programme implementation, in line with our vision to cultivate sustainable and thriving agricultural communities. With a proven track record of unqualified financial audit reports, we are a testament to excellence in management and our unwavering commitment to good governance.

BOOKKEEPER: FRK (EVALUATE 7 | FIXED-TERM CONTRACT APPOINTMENT)

Casidra currently seeks to recruit a Bookkeeper who is proficient and skilled in providing bookkeeping support to farmers on the FRK Programme. The Financial Record-Keeping Programme is an initiative of the Western Cape Department of Agriculture that assists emerging farmers with financial record-keeping.

The successful candidate will report to the Project Manager.

KEY PERFORMANCE AREAS INCLUDE, BUT ARE NOT LIMITED TO:

- ✦ Accounting transactions to final trial balance
- ✦ Monthly data capturing from source documents (including bank account reconciliations, debtors, creditors, etc.)
- ✦ Payroll administration (Including PAYE/UIF deductions, payslips, EMP 201 and EMP 501 submissions on SARS E-Filing)
- ✦ VAT reconciliations / VAT 201 submissions and audits on SARS E-Filing

JOB REQUIREMENTS:

- ✦ Matric and a relevant tertiary qualification in Accounting, Finance or Bookkeeping is essential
- ✦ A minimum of one-year practical experience in Pastel Accounting (Pastel Express or Pastel Partner)
- ✦ A minimum of one-year practical experience in Pastel Payroll
- ✦ A minimum of one-year practical experience in Taxation
- ✦ At least one year's practical bookkeeping or accounting experience
- ✦ Knowledge of Sage 1 online would be advantageous
- ✦ SARS E-filing exposure and practical knowledge in liaising with SARS to solve queries from submissions and tax assessments
- ✦ Experience in completing CIPC returns, director changes and company name changes will be advantageous
- ✦ Solid background and understanding of accounting principles and taxation
- ✦ A valid code B driver's license
- ✦ Proficiency in English and Afrikaans

Skills: Effective communication, presentation, organisational, computer and numerical skills, with strong attention to detail and accuracy

Attitude: Honest and trustworthy, deadline-driven, team-oriented, able to work under pressure and customer-focused

Remuneration: **R26 813.00** Basic salary per month

Contract duration: **24 months** Fixed – term contract

Suitably qualified applicants must submit a CV, certified copies of the relevant qualification and a certified copy of their ID to the Human Capital Department via e-mail: cv@casidra.co.za.

The closing date for applications is **13 October 2026 @12h00**. Only shortlisted candidates will be contacted.

Casidra is a public entity committed to achieving employment equity and disability targets