

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 | RE-ADVERTISEMENT)

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:

- Processing accounting transactions and maintaining financial records up to final trial balance.
- Monthly capturing and processing of financial data from source documents, including bank reconciliations, debtors and creditors.
- Payroll administration, including PAYE/UIF deductions, preparation of payslips and EMP201 & EMP501 submissions via SARS e-Filing.
- Preparation of VAT reconciliations, VAT201 submissions and assistance with VAT audits via SARS e-Filing.
- Liaising with farmers and providing bookkeeping support in accordance with FRK Programme requirements.

JOB REQUIREMENTS:

ESSENTIAL:

- Matric
- A relevant tertiary qualification in Accounting, Finance or Bookkeeping.
- At least three (3) years' practical bookkeeping/accounting experience.
- At least one (1) year's practical experience using Pastel Accounting (Pastel Express or Pastel Partner).
- Practical experience in payroll administration and taxation.
- Knowledge and practical experience of SARS e-Filing, including resolving queries relating to submissions and tax assessments.
- Sound understanding of accounting principles, financial reconciliations and taxation.
- A valid Code B driver's licence.
- Proficiency in English and Afrikaans.

ADVANTAGEOUS:

- Practical experience in Pastel Payroll.
- Knowledge of Sage Accounting Online.
- Experience in completing CIPC annual returns, director changes and company name changes.

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 -** The total cost of the remuneration package will be determined based on the candidate's qualifications and experience.

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 **26 November 2026 @12h00**. Only shortlisted candidates will be contacted.

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