

Location: Cape Town, South Africa

Working pattern: Full time in office at our **Claremont** office. After probation we will move to a hybrid schedule of 3 days a week in office

Employment Type: Full-time

Reporting to: Finance Team Lead, UK Based

Salary range: R16,000 - R30,000 gross per month depending on your level of experience

Overview

Our client, a growing UK-based accounting services firm, is seeking **two** highly capable **Junior Accountant's** to join their team out of Cape Town, South Africa. This role will form part of building a high-quality finance function to support their scaling operations.

The role is ideal for early to mid career professionals, although we are open to candidates who are recent university graduates who show strong foundational knowledge in bookkeeping and a desire to grow within a fast-paced, international environment. You'll be working closely with UK colleagues and adhering to British accounting standards and practices.

Key Responsibilities

- Perform day-to-day bookkeeping for a portfolio of UK clients
- Maintain accurate financial records including general ledger entries, bank reconciliations, and journals
- Assist in the preparation of VAT returns and management accounts
- Reconcile accounts payable and receivable
- Ensure timely and accurate data entry into accounting software (e.g., Xero, QuickBooks)
- Support with monthly close processes and audit preparation
- Communicate regularly with the UK finance team to clarify transactions and resolve queries
- Ensure adherence to local and UK compliance and accounting standards

Candidate Profile

Required Skills & Experience:

- Proven work experience with bookkeeping, accounts payable or accounting experience OR relevant university degree
- Strong written and verbal communication skills in English
- Understanding of UK based accounting standards
- Strong understanding of bookkeeping principles and reconciliation techniques
- Proficiency in Microsoft Excel and experience with cloud accounting software (Xero or QuickBooks)
- High attention to detail with consistency in output
- Proactive mindset with the ability to work independently while aligning with a remote UK team

Preferred Traits:

- Early - mid-career professionals showing strong potential and eagerness to grow
- Comfortable in an office-based environment that fosters team cohesion and mentorship
- Adaptable, with a growth mindset and a collaborative attitude
- **Based in Cape Town** and comfortable working from a dedicated co-working space office 5 days a week after which we will move to a 3 days a week in office working pattern