



## Bookkeeper: Assets

### Introduction to SOLA

The SOLA Group is a vertically-integrated provider of renewable energy solutions, aiming to transform Africa through clean energy. With over 14 years of experience, SOLA's expertise lies in the origination, development, financing, engineering design, project management and Operations and Maintenance of renewable energy facilities. For more information, visit [www.solagroup.co.za](http://www.solagroup.co.za).

### The overall purpose of the position:

Provide overall accounting support to the Project Development and Asset Management divisions by ensuring smooth functioning of the accounting records for utility scale solar assets being developed, financed and constructed by SOLA.

**Reports to:** Junior Financial Manager (Finance)

**Location:** Granger Bay, Cape Town

**Contract Type:** Permanent

### Summary of Responsibilities:

#### Administrative/Operational

- Capturing ingoing and outgoing invoices on a daily basis for all utility assets, utility funding companies and the assets division of SOLA.
- Capturing budget actuals for projects under development.
- Capturing bank transactions and journal entries on a monthly basis.
- Preparation of supplier payments for month end payments.
- Assisting the Junior Financial Manager with Group reconciliations on a monthly basis.
- VAT returns for relevant companies on eFiling on a monthly basis.
- Ad hoc assistance on accounting and administration as required.

#### Interpersonal

- Liaising with various business units including Finance, Project Development, and Asset Management.
- Proactively follow up with debtors and issue debtor statements.
- Reporting to CFO and Head of Project Development on project development spend on various projects.

### Key Performance Indicators

- Capturing 100% of supplier and customer invoices accurately by month end.
- Completion of all supplier and customer recons by mid-month.
- All project company transactions uploaded and assigned within 5 working days of the new month.
- All supplier payments loaded onto the banking profile 2 working days before month-end.
- All project development spend is allocated to correct accounts and projects on a monthly basis.

### Minimum Requirements:

- At minimum, have a National Senior Certificate with a minimum of 3 years experience in bookkeeping (although a tertiary qualification in Finance/Accounting is preferred).
- Sage experience and loading payments in the banking system (FNB, Nedbank, Standard Bank).

**CLEAN ENERGY FOR AFRICA**

SOLA GROUP (PTY) LTD | T: +27 (0)21 421 9764 | [INFO@SOLAGROUP.CO.ZA](mailto:INFO@SOLAGROUP.CO.ZA) | [WWW.SOLAGROUP.CO.ZA](http://WWW.SOLAGROUP.CO.ZA)

DIRECTORS: B. DAMES | C. HAW | D. CHENNELLS | D. WILLS | S. HAW | T. BOARDMAN | REG. NO 2012/042769/07

- Sound analytical thinking ability to bookkeep for multiple companies.
- Able to work well under pressure due to monthly deadlines.
- Able to interact professionally and with the necessary assertiveness (when required) with various internal stakeholders and external suppliers/customers.
- Confident communicator especially required for dealing with suppliers and customers.
- Must be fully proficient in English (verbal and written communication).
- Must be fully computer literate (MS Office Suite and Google App Suite).
- The ideal candidate will be passionate about the renewable energy industry and will embody respect and responsibility in the full sense of the word, while enjoying contributing to a team of highly knowledgeable professionals.

At SOLA one of our core values is *Dig Diversity* and we are committed to transformation and embracing diversity. This commitment is what drives us to achieve a diverse and inclusive workplace, representative of the demographics of our society. We therefore give preference to applicants from the designated groups in alignment with our Employment Equity plan.

**To apply for this vacancy, please complete this [screening questionnaire](#) and send your CV to [hireme@solagroup.co.za](mailto:hireme@solagroup.co.za).**

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