



## **Job vacancy**

### **FINANCIAL ASSISTANT**

Samara Karoo Reserve currently has an opportunity for a **FINANCIAL ASSISTANT**, responsible for data input, processing and reconciliation as part of the Finance Department.

Samara is a safari business with a purpose – where every guest stay contributes to regenerating 27,000 hectares of Karoo landscape through rewilding and responsible tourism.

The successful candidate will espouse these values, be highly organized, result-oriented and with excellent attention to detail.

### **ABOUT THE JOB**

- Full-time position
- Remuneration and benefits will be market-related and in accordance with experience and qualifications
- Responsible to Financial Controller

### **RESPONSIBILITIES**

- Assist with daily bookkeeping and data entry for two entities
- Record and reconcile credit card transactions
- Record and reconcile cash control (Petty Cash)
- Reconcile invoices to supplier accounts
- Follow up on outstanding supplier invoices
- Upload supplier invoices to accounting software (Xero)
- Stock control and reporting
- Stock issues
- Process Goods Received Vouchers
- File and maintain accurate financial records
- Support month-end closing and reporting
- Provide general administrative support to the Finance Department



## **REQUIREMENTS**

- High school certificate or equivalent (with accounting as a subject)
- Basic knowledge of bookkeeping and accounting principles
- Proficiency in MS Excel and basic computer skills
- Experience with accounting software (e.g. QuickBooks, Xero, Sage) is an advantage
- Strong attention to detail and accuracy
- Ability to manage confidential information professionally
- Good communication and organizational skills
- Willingness to learn and work as part of a team

## **EXPERIENCE**

- 1-2 years of experience in bookkeeping or accounting
- Hospitality or service industry experience is a plus but not required

Should you meet the requirements for this position please apply with your CV (maximum 2 pages) and a covering letter including salary expectation to [finance@samara.co.za](mailto:finance@samara.co.za).

Please note that applicants must be legally entitled to work in South Africa.

A couple may be considered if the partner works in hospitality/lodge management.

Correspondence will be conducted with short listed candidates only. If you have not received any communication from us within 14 days of your application, please consider your application unsuccessful. Samara reserves the right not to make an appointment.

Closing date: Friday, 20 March 2026