



REG NO: 2006/034767/08

ATHLETICS SOUTH AFRICA NPC

Athletics House, No. 3, 11th Avenue, Houghton Estate, Johannesburg, 2198

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P O Box 2712, Houghton, 2041; www.athletics.org.za

BOOKKEEPING SERVICES REQUIRED

MONTHLY ACCOUNTING SERVICES-REVIEW

1. Review of monthly accounting records/transactions

Capturing and recording all financial transactions of the company including sales, purchases, receipts, and payments in the accounting system.

2. Bank and Cash Reconciliation

Performing monthly reconciliation of bank accounts, credit cards, and petty cash to ensure that the Review of Monthly VAT Record / reports

3. Review of monthly VAT reports

Maintaining proper records of Value Added Tax (VAT) on sales and purchases and preparing VAT reports for submission to the South African Revenue Service (SARS).

4. Management Reports

Preparing periodic financial reports including profit and loss statement, balance sheet and cash flow summary to assist management in monitoring financial performance.

5. Expense Monitoring

Recording and categorizing business expenses and ensuring proper documentation is maintained for each expense.

6. Asset Register Maintenance

Maintaining a register of company assets and recording depreciation where applicable.

James MOLOI (President)
Jean VERSTER (Chair Track & Field)
Michael Masepe (Additional)

John Mathane (Deputy President)
Kesa MOLOTSANE (Chair Athletes)
Johanita Bester (Additional)

Jakes JACOBS (Chair Cross Country)
Esther MALEMA (Additional)
Jazz MNYENGEZA (USSA Rep)

Enoch SKOSANA (Chair Road Running)
Adelina RANTHIMO (Additional)
Sabata KUMALO (SASA)

Board Members

Honorary Members:
Mervyn KING Mluleki GEORGE

7. Document and Record Management

Organizing and maintaining financial records, invoices, receipts, and supporting documentation in accordance with statutory record-keeping requirements.

8. Month-End Processing Review

Performing month - end reviews and adjustments to ensure that the financial records are complete and accurate.

9. Support for Accounting and Tax Compliance

Preparing financial information and reports required by accountants for the preparation of annual financial statements and tax submissions to the South African Revenue Service (SARS).

Note: These services are limited to bookkeeping functions and do not include independent audit, legal advice, or specialized tax advisory services unless specifically agreed to in writing.

Fee: Negotiable

INSTRUCTIONS TO APPLY
Applicants should forward a Comprehensive CV to Atlehang Mofokeng at Atlehangm@athleticssa.co.za or can deliver by hand to the ASA office at No. 3, 11th Avenue, Houghton Estate, Johannesburg, 2198. Monday's – Friday's from 09:00 – 15:30.
Applicants who are shortlisted will be contacted by no later than a month of the closing date.
Applicants who have not been contacted by then should assume that they have not been successful.
*Please note that Athletics South Africa reserves the right to not fill the position.
Publication Date: 29 April 2026 Closing Date: 25 May 2026 Vacancy Circular: 02/2026