



<https://bundi.co.za/job/administrative-assistant-bookkeeper/>

Administrative Assistant Bookkeeper

Job Location

Cape Town, South Africa

Role Description:

This is a full-time or part-time, on-site role for an Administrative Assistant Bookkeeper located in Durbanville, Cape Town. The Administrative Assistant Bookkeeper will be responsible for managing financial statements, bookkeeping, handling accounting software, overseeing journal entries, and other finance-related tasks. The role also includes general administrative duties to support the daily operations of Bundi Adventures & Tourism.

Qualifications:

- Proficiency in Financial Statements, Bookkeeping, and handling Journal Entries (Accounting)
- Experience with Accounting Software and general Finance tasks
- Excellent organizational and time management skills
- Ability to work independently and collaboratively in a dynamic environment
- Experience in the tourism or adventure travel industry is a plus
- Experience in Accounting, Finance, Business Administration, or a related field
- Strong communication and interpersonal skills

Employment Type

Full-time

Industry

Adventure Tourism

To Apply:

Download & Complete Application Form.

Send CV and Completed Application Form to hr@bundi.co.za

Date posted

29th August 2025