

We're Hiring



Bookkeeper

Bitventure is a leading provider of verification, authentication, and data-driven solutions across South Africa. Our technology empowers businesses to onboard customers securely, prevent fraud, and scale confidently.

We are looking for a detail-oriented **Bookkeeper** to manage financial records, process transactions, and support day-to-day accounting operations that enable accurate reporting and sound financial decision-making.

What You'll Drive

- Maintain accurate financial records including daily transactions, payments, and receipts
- Manage general ledger entries and ensure proper account reconciliation
- Reconcile bank, credit card, and petty cash accounts regularly
- Process supplier invoices, payments, and employee expense claims
- Generate customer invoices and follow up on outstanding payments
- Assist with payroll processing and statutory deductions (VAT, PAYE, UIF)
- Prepare monthly financial reports and summaries for management
- Support audits and ensure compliance with financial regulations
- Maintain organised and accurate financial documentation

What We're Looking For

- 2–4 years' experience in bookkeeping or accounting roles
- Diploma in Bookkeeping, Accounting, or Finance
- Strong proficiency in accounting software (Xero, Sage, QuickBooks, or similar)
- Advanced Microsoft Excel skills
- Solid understanding of financial regulations and tax compliance
- Experience in fintech, SME, or startup environments is advantageous
- Strong attention to detail and high level of accuracy
- Ability to handle confidential information with discretion
- Strong organisational and time management skills
- Problem-solving mindset with a proactive approach

Apply today: Send your CV and qualifications to careers@bitventure.co.za

Location: South Africa | Industry: Industry: Fintech | Job Level: Intermediate
Permanent | Full-Time