

WE'RE HIRING

BOOKKEEPER

Join a respected property development group with a strong record of delivery.

**COMPANY**

Devmark Property Group

LOCATION

Bellville, Western Cape

EMPLOYMENT TYPE

Permanent

ABOUT THE OPPORTUNITY

Devmark Property Group is a leading property development company based in Bellville, Western Cape. With a strong track record in high-quality residential, commercial and retirement developments, we value excellence, innovation and integrity. We are seeking a detail-oriented, experienced Bookkeeper to support our finance team with accuracy and efficiency.

KEY RESPONSIBILITIES

- Maintain accurate financial records and ensure compliance with accounting standards.
- Process accounts payable and receivable, invoicing and payments.
- Reconcile bank statements and general ledger accounts.
- Prepare VAT returns and other statutory submissions.
- Assist with payroll processing and employee expense reimbursements.
- Generate financial reports for management review.
- Support audit preparation and liaise with external auditors when required.
- Assist with financial administration for property development projects.

WHAT YOU WILL BRING

- At least three years' bookkeeping experience, preferably in property development or construction.
- Proficiency in Pastel/Sage, Xero or QuickBooks.
- Strong knowledge of VAT and tax regulations.
- Excellent attention to detail and strong problem-solving ability.
- The ability to work independently and manage multiple priorities efficiently.
- Strong communication and organizational skills.

PREFERRED QUALIFICATIONS AND SKILLS

- A relevant qualification in bookkeeping, accounting or finance, including an ICB or AAT qualification, is preferred.
- Experience in a property development or construction environment.
- Familiarity with payroll systems and processing.
- The ability to analyse financial data and provide meaningful insights.

READY TO APPLY?

Submit your CV and relevant qualifications to: hrmanager@devmark.co.za

Closing date: 21 August 2026