



**AIMS
NEI**

**African Institute for Mathematical Sciences
Next Einstein Initiative**

**Vacancy Announcement
Senior Bookkeeper**

Title	Senior Bookkeeper
Reporting to	Director of Finance and Operations
Based at	Cape Town, South Africa (Muizenberg)
Organization	AIMS – Next Einstein Initiative (AIMS-NEI)
Closing Date	23 January 2012
Start Date	1 February 2012 or as soon as possible
Application Submission:	talent@nexteinstein.org
Important Notice:	Only shortlisted candidates will be contacted

BACKGROUND

The African Institute for Mathematical Sciences (AIMS, www.aims.ac.za) is an innovative, pan-African centre for post-graduate education, research and outreach which has achieved global recognition since opening its first centre in South Africa in 2003. AIMS centres offer a number of educational programs including a one-year taught Masters and MPhil and PhD degrees by research. Each AIMS centre provides an intensive and broad education to over 50 African students each year and prepares them for leadership careers in academia, governance and industry. The AIMS educational program relies on top international lecturers who teach in a 24-hour learning environment.

Based on the success of the first AIMS centre, the AIMS Next Einstein Initiative (AIMS-NEI, www.nexteinstein.org) was launched with the mission of enabling Africa's brightest students to flourish as independent thinkers, problem solvers and innovators capable of propelling Africa's future scientific, educational and economic self-sufficiency. As part of this network, the AIMS-NEI secretariat acts as a coordinating body for all centres.

SCOPE OF POSITION

AIMS-NEI Secretariat, based in Muizenberg, requires a qualified Senior Bookkeeper with a minimum of 5 years bookkeeping experience & good knowledge of Simply Accounting. This is full-time contract position for 6 months to 1 year.

The incumbent must be mature, meticulous, hard-working, able to work under pressure and have excellent interpersonal and communication skills.

Duties include bookkeeping to trial balance, purchasing & other related duties.



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APPLICATION CLOSING DATE

23 January 2012

COMMENCEMENT OF DUTIES

1 February 2012 or as soon as possible thereafter

REMUNERATION

Salary commensurate with qualifications and experience.

TO APPLY

Prospective candidates must submit a detailed CV, together with the names of at least two contactable referees to: AIMS-NEI Hiring, AIMS-NEI, 5 Hillcrest Road, Muizenberg, 7945, or electronically to talent@nexteinstein.org (ensure that the job title is in the subject line please).

Should no feedback be received from AIMS-NEI within four weeks of the closing date, kindly accept that your application did not succeed. AIMS-NEI reserves the right not to make an appointment at its sole discretion.