

NATIONAL OFFICE
Building 10
Riverview Office Park
100 River View Park Street
Halfway Gardens
Midrand 1686

Tel: 010 001 8500



Advert 17 of 2025

Internal and External

The Legal Practice Council (LPC) is currently embarking on a process to fill vacant positions in the National office and Gauteng Provincial Office.

Vacancy : Bookkeeper: Curatorship & Audits (6 months fixed-term contract): **Re-advertisement**
Province : Gauteng (National Office: Midrand) **Ref No:** NO09/2025
CTC Salary Package : R28 000 p.m.

Minimum Appointment Requirements

Matric (Grade 12); ▪ Diploma in Accounting (NQF Level 6) ; ▪ 5 years' bookkeeping experience (for NQF Level 6) or alternatively 4 years bookkeeping experience (for NQF Level 7) ; ▪ B. Com Accounting (NQF Level 7) is an advantage; ▪ Experience working with Sage X3 is an advantage ; ▪ MS Office; ▪ Preparation of accounting records for legal practitioner trust accounts; ▪ Financial and bookkeeping principles; ▪ ERP accounting systems (preferably Sage X3 or Sage 300) ; ▪ Ability to process journal entries

Skills & Competencies

Analytical; ▪ Attention to detail; ▪ Communication; ▪ Accuracy; ▪ Interpersonal; ▪ Deadline driven; ▪ Problem solving; ▪ Integrity; ▪ Reporting; ▪ Work under pressure; ▪ Time management

Key Responsibilities

Liaise with provincial offices to obtain the bank statements in all curatorship matters; ▪ Manage requests for information and queries with all provincial offices; ▪ Liaise with provincial office staff regarding the allocation of transactions; ▪ Log any technical issues with the SAGE system with support and ensure remediation; ▪ Preparation of training manuals; ▪ Maintain records of the financial affairs of all curatorship matters on a monthly basis ; ▪ Upload copies of all bank statements on MS Teams and Sage X3; ▪ Bank reconciliations; ▪ Investigation of all items in the suspense account; ▪ Provide monthly reports on the movement of curatorship balances; ▪ Analyze and summarize the curator balances and movements per province; ▪ Present financial reports to the National Manager: Curators and Audits on a monthly basis; ▪ Assist with reporting to the Legal Practitioners Fidelity Fund

Vacancy : Administrator: Professional Affairs
Provincial Office : Gauteng (Pretoria) **Ref No:** GP13/2025
CTC Salary Package : R279 245 all-inclusive package p.a.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ National Diploma in Office Administration, Paralegal, or any other relevant field of study; ▪ Minimum 2-year relevant administrative work experience and Knowledge of the Legal Practice Act.

Skills & Competencies

Communication, ▪ Interpersonal, ▪ Problem - solving; ▪ Research, ▪ Time management & report writing ▪ Attention to detail, ▪ Work under pressure, ▪ Deadline driven, ▪ Integrity; ▪ Team player & multi-tasking.

Key Responsibilities

Open files, as instructed; ▪ Capture data into systems; ▪ Collect and distribute post; ▪ Sort and send faxes; ▪ Make photocopies of documentation; ▪ Input into the preparation of departmental reports; ▪ Complete requisitions for the department; ▪ Maintain relevant departmental database; ▪ Schedule meetings and coordinate logistical arrangements; ▪ Arrange for teleconference facilities; ▪ Coordinate the submission of reports for Council and committees; ▪ Process Fidelity Fund Certificates for Legal Practitioners ▪ Perform administrative duties, as assigned, which are department-related e.g., preparing certificates, raising invoices, etc.; ▪ Maintain up-to-date and accurate files of all correspondence and documentation; ▪ Coordinating all arrangement relating to oral exams, ▪ Issuing examiner's Certificates, ▪ Coordinating payments and claims (examination candidates, venues, examination papers, invigilators, and examiners), ▪ Ensure the integrity, confidentiality, and security of the examinations ▪ Attend to enquiries and correspondence relating to examinations and, ▪ Attend to instruction from Convenors of examinations.

NB: Interested and suitably qualified persons may send their applications indicating the position they are applying for and the reference number on the subject line for the attention of:

- **National Office: Ms. Sive Brakfesi: Senior HR Officer:** Recruitmentnq@lpc.org.za: Contact number: (010) 001 8500
- **Gauteng: Ms Tumelo Motseo: HR Officer** Recruitmentgp@lpc.org.za: Contact number: 012 338 5825

Kindly submit a recently updated comprehensive CV, as well as copies of all qualifications (s) (Matric and Admission (where applicable) Certificate must be attached), a copy of ID and a driver's license (where applicable). All appointments are subject to a vetting process and must yield positive results. The processing of your personal information by the Legal Practice Council will be done in accordance with the POPI Act 4 of 2013. Shortlisted candidates for some positions may undergo assessments to evaluate their competencies. Please note that correspondence will only be limited to shortlisted candidates. if you do not receive any response within 30 days from the closing date of the advert, consider your application not successful.

Closing date for applications 01 August 2025 late applications will not be considered.

Disclaimer: The LPC reserves the right not to make an appointment.

