

BOOKKEEPER **[GROWTH INTO FINANCE & LOGISTICS]**

About DataGroupIT

DataGroupIT is a value-added distributor of cutting-edge cybersecurity solutions across Africa. We create market demand, develop strong distribution channels, and help global vendors expand with minimal risk. With a highly skilled sales and technical team, we operate across West Africa, East Africa, South Africa, and SADC regions, delivering top-tier security solutions to businesses and organizations.

The Opportunity

DataGroupIT is looking for a Bookkeeper to assist with day-to-day finance operations - from payments and reconciliations to supporting payroll, collections and reporting across multiple countries. This is an intermediate level role suited for someone with a finance or accounting background who is organised, detail-oriented and eager to learn in a fast-paced, multinational environment. The role starts with a strong focus on bookkeeping and finance administration, with a clear path to grow into a hybrid finance and logistics/operations position as you demonstrate readiness - taking on responsibility for shipment coordination, inventory tracking and cross-border logistics documentation alongside your finance duties.

What You'll Do

Finance Administration & Support

- Support the CFO with payments, reconciliations and month-end processes.
- Assist with reseller onboarding, invoice processing and documentation.
- Help track and manage accounts payable and receivable across multiple territories.
- Prepare and maintain records for payroll submissions and expense reimbursements.
- Assist with and ensure proper documentation for all transactions.

Reporting & Data Management

- Update financial trackers, payment schedules and spreadsheets.
- Support the preparation of management reports and financial summaries.
- Maintain digital filing systems for finance documents (invoices, approvals, receipts, etc.).
- Perform basic data validation and cross-checking to ensure accuracy across finance systems.

Cross-Team Coordination

- Liaise with Management, Sales, Operations, Marketing and HR teams to ensure correct and timely financial inputs.
- Communicate with partners and vendors across Africa to resolve payment or documentation issues.
- Support Finance in responding to internal or external audit requests.

Growth Path: Finance & Logistics Crossover

This role begins as a dedicated Bookkeeping position. Once you are confident and established in the finance fundamentals, you will progressively take on the following:

- Coordinating shipments and tracking deliveries with our freight and logistics partners across African territories.
- Work closely with the Logistics team to on vendor payments & order processing.
- Assisting with import/export documentation and customs paperwork for cross-border shipments.
- Growing into a hybrid Finance & Logistics role, with ownership across both functions, at a pace matched to your development.

What You Bring

Must-Have:

- Degree or diploma in Finance, Accounting, or related field.
- +5 years of experience in a finance or accounting support role.
- Solid understanding of financial processes and documentation.
- Strong background with ERP systems, Priority, Qlik, Excel.
- English-speaking skills
- High attention to detail and accuracy.
- Comfortable working across multiple countries and currencies.

Nice-to-Have:

- Experience working in technology distribution, IT, or cybersecurity.
- Prior exposure to multi-country operations within Africa.
- Interest in logistics, supply chain, or import/export coordination - no prior experience required, as full training is provided as the role grows.

Personal Attributes

- Reliable and meticulous with numbers.
- Calm under pressure and comfortable with deadlines.
- Proactive, eager to learn and hands-on.
- Collaborative, with a strong sense of ownership and accountability.
- Open to growing into a broader scope of responsibility over time.

Why Join Us?

- Be part of a fast-growing cybersecurity distributor with operations in 18+ African countries, supporting a high-performing finance team that works closely with leadership.
- Gain hands-on experience across multi-country finance and logistics processes while learning directly from our CFO, Financial Manager and Logistics Manager - with a genuine path to grow your scope over time.
- Make a real impact in a high-performance, entrepreneurial culture.
- Be part of an African market leader shaping the future of IT security.

✨ **Ready to take your career to the next level? Apply now!** ✨

Email your CV to debbie@datagroupit.com

 ARCHER

 CHECK POINT

COMMVault 

 CYBERARK

 CYBERSOC

DARKTRACE

Delinea

digicert

 ENTRUST

 elastic

 exabeam

 MORPHISEC

 netskope

ONE IDENTITY
by Quest

opentext™

 paygilant

Quest

portnox™

 Silverfort

THALES
Building a future we can all trust

tufin