

## Job Description

**BASIC FUNCTIONS:** This is an entry-level position in Finance and will gain exposure to the day to day processes which will include GL Reporting, Finance & Banking and other departmental administration processes.

### QUALIFICATIONS:

- BCom Acc/BCompt/BAcc – Financial Accounting ||| and/or Management Accounting |||, Taxation |||, Auditing |||

### SKILLS:

- High attention to detail and delivery-orientated
- Comfortable working in a fast-paced and challenging environment
- Excellent MS Word and MS Excel skills
- Excellent verbal and written communication skills
- Able to manage time, prioritize and adhere to strict deadlines
- Able to solve problems logically
- Good interpersonal skills and able to work in a team
- Able and willing to learn.

### ACCOUNTABILITIES:

- Preparation of month end schedules, allocations and journal processing
- Responsible for GL management, preparation of certain balance sheet GL recons
- Balancing intercompany accounts and preparing intercompany billings
- Responding to admin queries from the organisation
- Daily bank uploads and filing bank statements
- Preparation of bank reconciliations and allocations off the bank reconciliation for payments, deposits, EFTs, mis-matched items
- Loading and processing payments on Standard Bank online, automated payment process.
- Loading of debit orders, including customer debit orders from Credit Control
- Allocation of interest, bank charges from bank statements
- Analysis of month end balance sheet
- Intercompany Management:
- Monthly Loan Account Reconciliations
- Monthly Intercompany Transactions & Reconciliations
- Financial reporting:
- Draft Financial Statements and notes to Financial Statements
- Complete Statutory packs on a quarterly basis
- Assist with Budgeting of the Balance Sheet and Cash Flow
- Prepare Reconciliations for Balance Sheet Accounts
- Review GL Accounts for misallocations
- Complete Tax reporting process
- Drafting Income Tax and submission to SARS
- Monthly VAT Reporting and submission to SARS
- Reviewing monthly/ weekly creditor reconciliations
- Verify EFT payments and payment packs
- Prepare and review journals
- Prepare information required for Financial reporting
- Perform internal control reviews, report deficiencies and recommend improvements
- Attend inventory counts periodically, perform and prepare stock take journals and reconciliation.

- Prepare monthly depreciation journal and reconciliations between general ledger and fixed asset register.
- Fixed Asset Management – Additions, Disposals, Transfers, Fixed Asset Verification
- Provide support for internal- and external audit file preparation and requests
- All duties as assigned.