



Wanted: Jnr Accounting Officer

(3+ years' experience)

Minimum Qualifications: Relevant 3-year degree or higher diploma in Accounting, Financial Accounting and/or Management Accounting

EE/AA: Preferred, but not mandatory

Location: Centurion, Gauteng

Availability/Start: ASAP

Package: Market-related depending on experience

Appointment: Permanent/Full-time basis

The successful applicant will be responsible for:

- › Maintaining the asset register and managing and updating a supplier list.
- › Ensuring accurate financial processes and procedures with regards to good corporate governance.
- › Managing petty cash and cash-flow reports.
- › Preparing and reconciling payment requisition before weekly payment run. (Ensuring all is correct and signed off.)
- › Reconciling the budget with the planned expenses, by ensuring expenses are recorded and the actual spending is verified and compared to the budget.
- › Performing financial tasks (e.g., following-up on outstanding debtors' payments & supplier invoices.
- › Managing the company's procurement.
- › Ensuring the governance folder is up to date and contracts and certificate renewals are done on time.
- › Entering transactions into the relevant journals and balance a general ledger account via QuickBooks.
- › Value added tax (VAT) requirements.
- › Keeping business's finances organised on the company server and checking that all information is accurate on invoices.
- › Performing monthly bank reconciliation to identify transactions that may have been overlooked elsewhere.
- › Communicating professionally and politely with all staff and clients.
- › Assisting the Accounting Officer with tasks and duties as delegated.
- › Monthly and Quarterly reporting

Requirements:

- › Exceptional verbal and written language skills with a strong and ongoing internal customer-focused approach
- › Ability to work independently, manage self and be proactive instead of reactive.
- › A sound work ethic
- › Understanding of accounting and financial principles and application thereof.

- › Excellent Microsoft Excel skills and knowledge.
- › Use basic concepts of numeracy, such as doing fractions, percentages, proportions, equations, interests and graphs.
- › Classifying, summarising, reporting, analysing and interpreting the financial data so that it can be used for decision-making by senior management.
- › It will be an advantage if you are a member of The Institute of Financial Accountants (IFA) or Institute of Management Accountants (IMA)
- › It will be an advantage if you have experience on Quickbooks.

Should you wish to apply, please use the Career Junction portal to apply. Applications close **15 June 2023**. Successful candidates will be contacted before **30th June 2023** for interviews and/or assessments. If you are not contacted by then, consider your application as being unsuccessful.