JOB TITLE – ACCOUNTANT

Position reports to	:	Services Delivery Manager
Direct Reports	:	N/A
Office Location	:	Adapt IT Durban Campus

PURPOSE OF THE POSITION

Adapt IT is a leading supplier of Operational Risk Management software solutions (including IntelliPERMIT) to the mining, energy and manufacturing sectors. Our clients include some of the largest and most dynamic players in their industry sectors. The purpose of this role is to provide high-quality software implementation and support services to our customers Globally.

PRIMARY RESPONSIBILITIES FOR THE ROLE

- Implementation of software solutions, including requirements analysis; data gathering and preparation; system installation and configuration; facilitation of user acceptance testing; training; support on site during go live and documentation.
- Remote and on-site support of the software, including responding to incidents and service requests, upgrades, administration and proactive maintenance and system health checks.
- Microsoft SQL Server database administration and data extraction is a key requirement.
- Data analysis and report writing skills is an essential requirement.
- Business analysis skills will be an advantage to document business requirements, relevant testing results and process flows.
- The candidate must be able to write purposeful reports that provide the relevant information to the business and clients.

DESIRED SKILLS, EXPERIENCE AND QUALITIES:

Education & Qualification

- BCom Accounting Degree
- Formal financial and management accounting training
- Knowledge of SAGE will be an advantage

Relevant Skills, Knowledge & Experience

Knowledge

- Good general knowledge of IT applications in the mining, energy, utilities and manufacturing sectors.
- Data analysis using Microsoft Applications and Visio is essential.
- Windows Server: IIS, knowledge of the Internet Information Systems on widows Server is essential.
- Microsoft SQL Server (including Reporting Services).

Skills

- Ability to rapidly understand and document client requirements.
- Configure and support software products.
- Effective and concise communication (verbal and written).
- Act as a proxy for our Project Management Office including communication with stakeholders and logistics.
- Ability to assimilate complex issues and use appropriate communication to influence diverse audiences.
- Ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others.
- SQL Server Reporting Services: Report writing skills is essential
- IIS (Internet Information Services) server skills is essential

Attributes

- Resilience under pressure.
- Integrity and authenticity.
- Strong collaboration skills.
- Problem solving.
- Organised planner.
- Medically fit for industrial environments.
- Willing and able to travel nationally and internationally when required.

Driving Value

Actively seeking and implementing opportunities to maximize value in any aspect of the business.

- Setting a culture of continuously striving for better performance
- Challenging the current state in order to seek real improvements

Leading People

Motivating and developing people to deliver superior results in a responsible manner

- Building and maintaining effective culture
- Creating a climate in which individuals and teams develop their potential and contribute their best
- Managing accountabilities and providing timely and constructive feedback
- Coaching and providing development opportunities that enable high performance

Leading Self

Taking responsibility and accountability for own behaviour, performance and development

- Taking ownership for own performance and decisions and their impact on the business
- Demonstrating tenacity and resilience even when faced with obstacles
- Seeking opportunities for personal feedback, learning and development
- Acting decisively when tough or quick action is required

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