

Position Title: Senior Accountant
Position reports to: Finance Manager
Direct Reports: N/A
Office Location: Adapt IT Johannesburg Campus

PURPOSE OF THE POSITION

To prepare, examine and analyse accounting records, financial statements and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards.

PRIMARY RESPONSIBILITIES FOR THE ROLE

BUDGETING AND PREPARATION OF FINANCIAL STATEMENTS

- Cash forecasting and reporting
- Cost management
- Preparation and posting of monthly journals
- Maintain capex budget and report on actual versus forecast

REPORTING, COMPILE COMPLETE, ACCURATE AND TIMELY ACCOUNTING RECORDS ON A MONTHLY BASIS

- VAT compliance and reporting, PAYE returns, Stats SA reporting, support in IT14SD reconciliations
- BBBEE reporting and audits
- Maintenance of Accpac chart of accounts
- Opening and closing of periods and subsystems on Accpac
- Oversight of Cash Bases accounting and reporting
- Report cash balances to group every Friday
- Prepare cash forecast and report to group finance after Financial Manager review (2 Weekly cashflow, current actual + next 3 months)
- Maintain IFRS 16 reporting and prepare monthly journal
- Compile monthly VAT201 returns and address related SARS queries for review by Financial manager who will e-file and submit for payment.
- Liaise with internal and external auditors and facilitate the provision of audit evidence on a timely basis

OPERATIONAL COMPLIANCE, FINANCIAL POLICIES, GUIDELINES, AND PROTOCOLS

- Assist and prepare information on request for BBBEE audit and certificate application



- Assist in completion of IT14SD information
- Manage Vodacom contracts, laptop register, petrol cards and insurance claims with administrative support
- Maintain adequate cash balances in bank accounts
- Monthly reconciliation of allocated GL accounts per Appendix A as updated from time to time
- Review and second approve requisitions for Purchase Orders
- Quarterly update of information in the cost to serve tool
- Prepare EMP201 payment information, update eFiling return and online bank payment
- Review and approve standard monthly journals done by Accountants
- Provide inputs to monthly and annual Micros reporting workbook (e.g. input Prior year and Budgeted figures, mapping of new accounts in line with existing mapping schedule)
- Prepare and maintain standard suite of Accpac management reports (Income Statement, Balance Sheet, Divisional reports, actual training spend vs budget etc)
- Prepare inputs to Micros revenue forecast for review and finalization between Sales executive and Financial manager
- Prepare monthly and annual Cash Bases workbook and forecast
- Perform analysis of employee allowances claimed vs budget with a view to identifying and addressing excessive spend
- Conduct ad hoc investigations into spend levels and make recommendations for improvement – e.g. Vodacom contracts, Nashua printers
- Contribute to organization-wide initiatives – eg system implementation by acting as a subject matter expert on controls and reporting requirements for own area of responsibility
- Identify and implement opportunities for continuous improvement in area of responsibility
- Identify control weaknesses and recommend and implement improvement of controls
- Complete annual Department of Labour Return of earnings (ROE) by 31 March, prepare payment and obtain Letter of Good Standing
- Conduct ad hoc investigations into spend levels and make recommendations for improvement – e.g. Vodacom contracts, Nashua printers
- Prepare and submit required information to Stats SA annually (e.g. Business Register Quality Improvement Survey)
- Prepare annual information for insurance renewal

PEOPLE MANAGEMENT

- Provide information and/or informal training to finance team
- Ability to manage teams in specific projects

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Grade 12/Matric
- Relevant tertiary qualification, e.g. BCom Accounting (Honours) or similar and completed articles
- 5 years corporate accounting experience
- Accpac proficiency required
- Sage X3 knowledge will be advantageous

DESIRED SKILLS AND QUALITIES

- Accuracy
- Excellent communication skills
- Excellent numeracy skills
- Cost control
- Effective leadership
- Results and deadline driven
- Resilience
- Able to take full accountability
- Teamwork
- Ability to work under pressure

Contact Person: [Mandy Barret](#)

Apply Here: <https://www.dittojobs.com/jobs/view/2472098955>

Vacancy Status: [Open](#)