



## FINANCIAL ACCOUNTANT

### Minimum Qualifications and Requirements:

- CA(SA) qualification
- Must be South African permanent resident (Mandatory)
- English speaking (French - advantageous)
- 5 years' experience in Finance (post articles)
- Demonstrated ability to work unsupervised

### Key Responsibilities:

- Bookkeeping to Trial Balance Level
- Monthly processes as entering from source documents and doing relevant journal entries
- Reconcile Local and BRED bank accounts
- Compiling and sending monthly, quarterly and annual reports (or upon demand) to the Finance Director
- Integration to a new accounting system
- Understanding how to use the invoicing system and the accounting system
- Salary Administration: all salary processes including the submission of statutory returns, take on of employees, capturing earnings and deductions and creation of payslips
- Prepare and submit monthly statutory returns to SARS via e-Filing
- Assistance with and preparation of audit file
- Assist DAF with annual budget
- Creation of IRP5/ITR certificates and submit EMP501 Reconciliations Declaration bi-annually to SARS
- PAYE and Income Tax reviews and submissions

### Competencies:

- Strong numerical skills
- Organisational skills & Time Management
- Attention to detail
- Solid knowledge of relevant financial legislation
- Methodical and analytical thinking
- Highly proficient in MS Excel & SAGE
- Ability to work under pressure and meet deadlines whilst delivering to a high standard
- Strong reconciliation and administration skills
- Excellent knowledge of Income Tax and Payroll processes

Job Type: Part-Time

Salary: Level 4