

Career Opportunity

1. DETAILS

DIVISION:	FINANCE
JOB TITLE:	JUNIOR ACCOUNTANT AFRICA
REPORTING TO:	FINANCE MANAGER AFRICA
COMMENCEMENT DATE:	TO BE CONFIRMED
APPLICATION CLOSES:	11 MARCH 2022

2. JOB SPECIFICATION

- To ensure that accounting principles and procedures are applied to ensure that financial reports and records are accurate and timely.

Main Responsibilities:

Accounting:

- Preparation of monthly management accounts for the Group.
- Ensure Group complies with latest IFRS standards (where applicable)
- Ensure Group complies with local statutory law.
- Liaise with suppliers regarding fixed asset purchases.
- Preparation of monthly Banking stats, Directors @ a glance review, weekly sales report and purchasing stats.
- Translate the foreign entities into ZAR.
- Rolling of Syspro month and year end.
- Perform monthly reviews against budget.
- Perform balance sheet and income statement reconciliations for the Group.
- Perform GL vs Sub GL tests on all relevant modules.
- Maintain a list of recurring expenses.
- Update insurance policy.
- Perform analytical tests on account balances and totals.
- Prepare audit documentation for annual audit, assist auditors with queries.
- Assist the Financial Manager Africa in any task that may be required.

Monitoring:

- Ensure that all system developments are monitored to ensure that the development of such is risk free and incorporates all controls to reduce fraud.
- Monitor current systems.
- Ensure that all policies developed are free of inherent risks
- Monitor that recommendations are acted upon by management.
- Provide adequate follow up on corrective action set out in audits

Corporate Governance:

- Assist the Financial Manager Africa in establishing quarterly audit plan together with the Audit Manager Africa.
- Identify operational issues, formulate opinions, make conclusions and recommend solutions.
- Adopt systematic and disciplined audit approaches to evaluate and improve the effectiveness of the organization's risk management, control, and governance processes
- Giving support to all departments to reach accelerated Growth and improved profitability without any compromise to the set policies and procedures.

Risk Control and Auditing:

- Identify major risks and risk areas
- Conduct in-depth investigations and audits.
- Report on and recommend appropriate action after an audit
- Implement corrective action and make follow up to enforce action.
- Daily/Weekly/Monthly and Annually Monitor deviations and taking actions to have them Controlled.
- Ensure adherence to all general office procedures and practices.
- To report back to Executive Management on risks identified, and measures implemented to reduce severity thereof.
- Monitor and follow up on exceptions and audits conducted.

Compliance:

- Ensure monthly process scheduled are completed and correctly executed.
- Create sufficient checks to be used for monitoring the enforcement of controls.
- Assist and support operations in the development of processes and control over the processes to ensure the efficient and low risk flow of business.
- Ensure that all processes can be performed by you and a relative knowledge exists of each detailed process.
- Ensure that group companies complies with statutory obligations.

3. PERSON SPECIFICATION

Qualifications	a) Matric essential
	b) Bcom Degree in Accounting Essential
	c) Articles preferred
	b) Computer literate
Experience	a) 1-3 years' experience
	b) Computer literate (Ms Office)
	c) Knowledge of Syspro
	d) Knowledge of accounting systems

4. REQUIREMENTS

(In line with the EMPLOYMENT EQUITY objective)

- Employment Equity Applicants would be preferred.
- Preference will also be given to people with a disability who will be able to operate within the operational requirements and in the present physical facilities available in the organization.

Please apply in writing together with your CV to: Email: recruitment@selectppe.co.za

Internal applicants are to discuss their application with their Line Manager before applying. HR should inform the Head of Department of internal applicants. Should you not hear from us within 2-3 weeks after the closing date of this application, please consider your application unsuccessful.