



INTERNAL / EXTERNAL ADVERT

POSITION : **SENIOR ACCOUNTANT X2**
DEPARTMENT : **FINANCE**
LOCATION : **HEAD OFFICE -MIDRAND, WATERFALL**
TYPE OF EMPLOYMENT : **12 MONTH FIXED TERM CONTRACT**

PURPOSE

To support the Senior Finance Manager by providing a professional reporting and accounting support service to ensure compliance with IFRS, company policies and procedures and applicable legislation, in support of sound financial control and discipline. To perform budgeting, forecasting and related reporting.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- BCom Degree in Accounting
- A CA(SA) qualification is mandatory

EXPERIENCE

- A minimum of five (5) years' experience with post articles in both medium sized and large entities.
- Proven experience in financial accounting systems.
- Previous experience with SAP Finance Modules would be an advantage.

REQUIRED COMPETENCIES, KNOWLEDGE AND SKILLS:

- Knowledge of finance, accounting, budgeting, and cost control principles
- Highly proficient in the MS Office Suite (especially Excel, PowerPoint, and Word programs)
- Report Preparation
- Knowledge of IFRS (including drafting technical papers for the application of IFRS principles to specific transactions)
- Experienced in the Financial and Management Accounting disciplines

- Knowledge of corporate taxes (Income Tax, VAT and PAYE).
- Knowledge of public sector legislation, Public Finance Management Act and Treasury Regulations preferred
- Excellent verbal and written communication skills
- Attention to Detail
- Analytical thinking
- Accurate worker
- Work well under pressure
- Excellent Time Management Skills
- Excellent interpersonal and relational skills required
- Business Acumen
- Leadership ability
- Communication and engagement at all levels within the organisation

RESPONSIBILITIES

General Ledger, Tax Compliance, Debtors, Creditors, Asset, and Bank and Cash Management:

- Ensure adherence to finance and tax legislation, company policies, and procedures, aligned with group and company processes and controls.
- Maintain data quality and integrity across all General Ledger (GL) accounts.
- Administer debtor and creditor processes to ensure timely collections and payments.
- Manage asset accounting process and facilitate annual asset verification.
- Oversee bank and cash operations, including user management and payment processing.
- Prepare general ledger reconciliations and review supplier reconciliations.
- Analyse, validate, and collate supporting documents for journal preparation and posting. Review of journals where appropriate.
- Execute monthly analytical reviews and identify anomalies for corrective action.

Statutory Reporting Schedules/Packs and Submissions:

- Coordinate statutory reporting plans and ensure timely submissions.
- Prepare and manage reporting schedules in compliance with IFRS and legislation.
- Conduct analytical reviews of source data and resolve discrepancies.
- Liaise with stakeholders to ensure consistency in reporting.
- Compile and submit statutory returns, including SARS and Stats SA returns.

Preparation of Financial Statements and Supporting Schedules:

- Prepare Financial Statements in accordance with International Financial Reporting Standards (IFRS).
- Develop and maintain supporting schedules to ensure accuracy and completeness.
- Conduct analysis and reconciliation of financial data to support statement preparation.

Tax Computations and Supporting Schedules:

- Prepare/review tax computations in compliance with relevant tax legislation.
- Develop supporting schedules to facilitate tax filings and audits.
- Ensure accuracy and completeness of tax calculations and documentation.

Assisting with Audit Preparation:

- Collaborate with the team to provide accurate information to auditors.
- Assist in preparing audit schedules, technical papers and documentation.
- Address audit queries and provide necessary support during audit engagements.

Finance Improvement Projects:

- Lead and/or participate in finance improvement projects to streamline processes and enhance efficiency.
- Identify areas for improvement in financial systems, policies, and procedures.
- Implement corrective measures and recommend best practices to optimize financial operations.

Stakeholder Management and Facilitation of Controls:

- Provide guidance and support on finance-related queries.
- Implement and communicate policies, procedures, and controls.
- Perform control reviews, risk assessments, and recommend corrective actions.
- Identify and address areas of concern and process improvements.
- Maintain/support effective segregation of duties and access control.
- Liaise with internal and external auditors and manage audits.
- Review and update financial policies and procedures.

Management Information and Reporting:

- Prepare management reports, including variance analysis and performance reporting.
- Liaise with stakeholders and support internal and external customers.

Financial Budgeting and Forecasting:

- Develop annual and multi-year budgets aligned with business plans.
- Prepare monthly and quarterly forecasts and cash flow forecasting.
- Support Cost Centre Managers in budgeting and forecasting processes.
- Capture budgets into SAP

Decision Support Activities:

- Analyse potential opportunities and risks.
- Support customers with queries and engagements.
- Conduct financial analysis on suppliers for procurement processes.

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To support the Senior Finance Manager by providing a professional reporting and accounting support service to ensure compliance with IFRS, company policies and procedures and applicable legislation, in support of sound financial control and discipline. To perform budgeting, forecasting and related reporting.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- A minimum qualification of Bachelor of Commerce (Accounting) or Bachelor of Accountancy or Bachelor of Accountancy or a BCom Degree in Financial Management.
- BCom Honors in a related field of Accounting will be advantageous.

EXPERIENCE

- 3-5 years' post articles working experience or 6 to 8 years working experience in finance environment in both medium sized and large entities.
- Proven experience in financial accounting systems
- Previous experience with SAP Finance Modules would be an advantage.

REQUIRED COMPETENCIES, KNOWLEDGE AND SKILLS:

- Knowledge of finance, accounting, budgeting, and cost control principles
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RESPONSIBILITIES:

- General Ledger, Tax Compliance, Debtors, Creditors, Asset, and Bank and Cash Management.
- Statutory Reporting Schedules/Packs and Submissions.
- Preparation of Financial Statements and Supporting Schedules.
- Tax Computations and Supporting Schedules.
- Assisting with Audit Preparation.
- Finance Improvement Projects.
- Stakeholder Management and Facilitation of Controls.
- Management Information and Reporting.
- Financial Budgeting and Forecasting.
- Decision Support Activities.

CLOSING DATE: 08 MARCH 2024.

Interested applicants should forward their applications to AERecruitment@aemfc.co.za

Applications must be supported by a motivational/application letter, comprehensive curriculum vitae, certified copies of qualifications and identity document.

Applicants **MUST** indicate the position that they are applying for in the subject of the email. Applications which do not comply with the above-mentioned requirements, as well as those received late, will not be considered.

AEMFC reserves the right to do vetting of references, credentials, criminal record (where applicable) and work experience of any candidate. **ONLY** candidates with the qualifying criteria will have an opportunity to be screened and shortlisted for the process.

Correspondence will only be limited to shortlisted candidates.

In order to consider any application for employment, AEMFC will have to process your personal information. The documents will solely be used for recruitment purposes. The Protection of Personal Information Act, 4 of 2013 (POPIA), provides that when one processes another's personal information such collection, retention, dissemination, and use of that person's information must be done in a lawful and transparent manner.