

Position Title: Accountant
Position reports to: Finance Manager Shared Services
Direct Reports: N/A
Office Location: Adapt IT Durban Campus

PURPOSE OF THE POSITION

To assist the financial manager with the administration and management of the centralized payroll, finance. To provide accurate and timeous completion of monthly payrolls, monthly management accounts, to ensure the accurate accounting and processing of transactions, to supervise payroll team effectively, to assist with the management of the B-BBEE and to assist the Finance Manager with ad hoc projects.

PRIMARY RESPONSIBILITIES FOR THE ROLE

PAYROLL:

- Supervision of the payroll team
- To manage the centralised payroll function, ensuring the accurate and timeous completion of the monthly payrolls
- Ensuring timeous payments to employees and third parties
- Processing of salary journals to the general ledger
- Reconciling of payroll balance sheet recons and to ensure that outstanding items are cleared timely
- Responsible for migration of acquisition payrolls and project manage the process

MANAGEMENT ACCOUNTS:

- To ensure the accurate and timeous accounting and reconciliation of company transactions and the production of the company's monthly financial and management accounts by ensuring that all input documents are complete, accurate, correctly coded and authorized; reviewing creditor payables, and all general ledger accounts on a monthly basis and attending to anomalies; and reviewing the purchase order module before month-end close to ascertain accruals and to confirm all recoverable expenses have been captured into time management system;
- Review of balance sheet reconciliations and ensure outstanding items are cleared timely;
- To assist with the compilation of the budgets and forecast models and be responsible for the maintenance thereof;
- To assist with the internal/external audit functions

STATUTORY:

- Submission of EMP201 returns
- Reconciliation of and submission of EMP501 returns
- Accurate and timely completion of IRP returns
- Workmen's compensation returns

- Reporting to Statistics SA

B-BBEE:

- To assist with the management of the Group BEE processes
- Monthly tracking and reporting of BEE performance
- Assist the Finance Manager with ad hoc projects

Other Functions:

- Perform analysis data and data trends and provide feedback, recommendations and commentary to management.
- Liaise with internal and external auditors and respond to audit recommendations and findings.
- Stays abreast of trends and regulations to ensure effectiveness and compliance for the finance function
- The incumbent is required to work under considerable pressure at times, particularly at month end and year-end.
- The position holder is an integral part in producing information that affects the groups decision making processes, financial reporting therefore the impact of using or producing incorrect figures cannot be under-estimated.

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- B.Comm Accounting Degree
- Formal financial and management accounting
- Practical accounting and taxation experience of approximately 8 years , such experience to incorporate a sound knowledge of financial modelling packages
- Knowledge of SAGE would be an advantage.
- Knowledge of SAP Payroll would be an advantage
- Knowledge of migrations of accounting and payroll systems would be an advantage
- A detailed knowledge of accounting procedures, computerized accounting principles of internal control and taxation are essential.
- Has worked in an environment which deals with multiple cost/profit centres
- Strong financial management experience and skills
- Experience in supervising and leading a team of at least 6 people
- Advanced communication and presentation skills
- Demonstrated ability to interface successfully at multiple organisation level
- Results oriented, capable of holding self and others to account on delivery
- Must have good planning and organizational skills
- Attention to detail and accuracy
- Must have good problem-solving skills
- Ability to work under pressure and deadline driven
- Must have resilience
- Must have people focus skills: develop people and on the job coaching

- High level of numeric skills

DESIRED SKILLS AND QUALITIES

Personal Attributes and Qualities

- Passionate
- Integrity
- Self-Driven
- Energetic and able to work under pressure
- Team player
- Interpersonal Skills
- Results driven/Deadline driven
- Organised and be able to prioritise tasks at hand
- Always Communicate effectively with all stakeholders
- Mentor/Coach

Contact Person: [Nomzamo Skosana](#)

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