
Senior Accountant Johannesburg | Manufacturing | Market Related CTC

KEY OBJECTIVES (JOB/WHY DOES THE POSITION EXIST?)

Responsible for a division in providing financial accounting services. Applies principles of accounting and prepare financial reports. Compiles financial information to prepare entries to accounts, such as general ledger, documenting business transactions. Prepares balance sheets, profit and loss statements and other reports to summarise and interpret current and projected company financial position.

INHERENT JOB REQUIREMENTS

- Grade 12/NQF Level 4
- Finance Degree/NQF Level 7 relevant tertiary qualification related to Finance
- Computer literate/Microsoft Office Proficient with advanced Excel
- Min 5 years' relevant working experience in a manufacturing industry
- Syspro experience essential

BEHAVIOURAL DIMENSIONS REQUIRED

- Attention to detail – Pays attention to the details and can make a conscious effort to understand causes instead of just the effects, doing this in a second nature type of way. It shouldn't be something that the person must work at.
- Thoroughness in accomplishing a task through concern for all the areas involved, no matter how small. Monitor and checks -work of information and plans and organises time and resources efficiently.
- Discipline – The ability to adjust to existing rules, policies and procedures.
- Initiative- Acts without being asked or required to.
- Achieve goals beyond the job requirements. Is proactive.
- Takes prompt action to accomplish objectives.
- Reliability- Demonstrates a high level of dependability in all aspects of the job.
- Performing under pressure- Maintaining effective performance under pressure, or when faced with setbacks and disappointments.
- Accuracy- Effectively handling detailed information and being consistently attentive to details.
- Analysing information- Systematically exploring and reviewing information to discover meaningful patterns that assist to complete a task or make a decision.
- Problem solving- Builds a logical approach to address problems or opportunities or manage the situation at hand by drawing on one's own knowledge and experience base and calling on other references and resources necessary.
- Time Management- Concentrates his/her efforts on the more important priorities.

JOB DESCRIPTION KPA'S & WORK STANDARDS

- Prepare monthly journals
- Assist with annual Audit preparations
- Investigating and resolving Audit findings, account discrepancies and issues of non-compliance
- Prepare balance sheet reconciliations
- Prepare monthly reports including Sales Reports and Management Reports
- Prepare and maintain fixed asset register
- Ensure accuracy of credit notes and stock adjustments
- Prepare monthly VAT reconciliation and returns

Remuneration

R40 000 CTC per month depending on skills, experience and qualifications.

Interested candidates are invited to submit their CV and supporting documents to:

 apply@prospectinc.co.za

Subject: Senior Accountant - JHB

We look forward to receiving your application.

Disclaimer: Due to the high volume of applications received, only shortlisted candidates will be contacted. Should a candidate not hear from us within four (4) weeks following their application, they should consider their application unsuccessful. Strictly fair and non-discriminatory selection procedures will be followed. In line with the company Employment Equity objectives, preference will be given to people from designated groups or as determined by the Employment Equity plan.