

## Job Specification - Financial Accountant

### Reporting Line

The incumbent will report to the Senior Financial Accountant.

### Main Purpose of the Role

The Financial Accountant will be responsible for the following:

1. Maintaining financial records and reports, performing account reconciliations, assisting with budget and close processes and maintaining accounts payable documentation.
2. Maintaining accurate records of all AP and AR Transactions and ensuring daily clearing of suspense accounts.
3. Additionally, the Financial Accountant will assist the Senior Financial Accountant in analysing expenses, preparing VAT returns and ensuring compliance with tax regulations.

### Key Deliverables of the Financial Accountant

1. Duties for Pine Acres (Property Development Company):
  - a. Review Expense Accounts: Ensure all expenses are accurately recorded and categorized.
  - b. Monthly Expenses Analysis: Analyse monthly expenses to identify trends and areas for cost-saving.
  - c. Review Monthly Rental Income: Analyse rental income from various revenue streams to ensure accuracy and completeness of financial records.
  - d. Review Creditor Reconciliations: Verify that all creditor accounts are reconciled and discrepancies are resolved.
  - e. Perform Monthly Balance Sheet Reconciliations: Conduct reconciliations for the balance sheet, including managing Fixed Assets and ensuring compliance with IFRS 16 Lease Accounting.
  - f. Creditor Payment Review: Scrutinize all documents for payment (including creditor bank confirmations) to ensure they are correct and complete.
  - g. Cash Management: Oversee the company's cash transactions and ensure proper cash flow management including liquidity for creditors and loan repayments.
  - h. Perform Monthly Bank Reconciliations: Reconcile bank statements with the company's records and resolve any discrepancies, including petty cash and credit card.
  - i. Liaison with In-Country Teams: Communicate with in-country teams regarding financial matters to ensure consistency and accuracy across all accounts.
  - j. Construction Work in Progress: Monitor ongoing financial development activities to ensure they are on track and within budget. Liaise with property team to reconcile monthly spend, manage cash flow for upcoming capex and provide Withholding Tax ("WHT") Documentation (see below).
  - k. WHT: Complete applications for reduced rates Withholding Tax, make payments to the revenue service, file returns and obtain WHT Certificates.
  - l. VAT Returns: Prepare and file VAT returns in a timely and accurate manner.
  - m. Tax: Assist with tax preparations and ensure compliance with all tax regulations.
  - n. Perform Monthly Executive Committee Reporting: Prepare financial reports for the executive committee, highlighting key financial metrics and insights.
2. Duties for the Select Group (Financial Services):
  - a. Manage AP and AR Clearing Accounts: Maintain accurate records of all AP and AR Transactions, ensure daily clearing of suspense accounts and resolve any discrepancies.

- b. Prepare Cash Reports: Update the cash reports, analyse cash flow and provide insights on financial status to support strategic planning.
3. Coordinate accounting functions and programs.
4. Prepare financial analyses and reports.
5. Prepare revenue projections and forecast expenditure.
6. Assist with preparing and monitoring budgets.
7. Maintain and reconcile balance sheet and general ledger accounts.
8. Assist with annual audit preparations.
9. Investigate and resolve audit findings, account discrepancies and issues of non-compliance.
10. Assist with regulatory and tax returns.
11. Contribute to the development of new or amended accounting systems, programs and procedures.
12. Perform other accounting duties and support junior staff as required or assigned.

### **The Candidate**

We seek the following in our desired candidate:

#### ***Qualification Requirement***

1. A relevant undergraduate degree is essential.
2. Candidates must have completed SAIPA or SAICA Articles.

#### ***Experience / Background Preference***

1. The company will only look at candidates who have no less than THREE years of post-articles working experience.
2. The successful candidate will have previous experience as a Financial Accountant.
3. A strong command of English, both written and verbal, is a requirement of the job.

#### ***Key Competencies***

The successful candidate will need to demonstrate the following:

1. Strong financial accounting skills.
2. Strong interpersonal, verbal and written communication skills.
3. Accuracy and strict attention to detail.
4. Strong tax and balance sheet skills.
5. Proven people management and leadership skills, preferably with people from different cultures and countries.
6. Strong analytical skills, with the ability to assess complex situations and use creativity to solve problems.
7. Established negotiation skills.
8. A self-starter who shows initiative and assumes responsibility for projects.
9. Proven ability to operate independently and exercise significant latitude for independent judgement, discretion and action.
10. Ability to prioritise and handle multiple tasks within strict time frames within a fast-paced environment.
11. High energy levels.
12. Tenacity, resilience and a high degree of perseverance.
13. A strong work ethic.
14. The ability to build strong relationships with team members, company management and clients.
15. A "hands on" approach.

### **Location**

The position is based at our Johannesburg office located at Illovo Edge Office Block, Building 4, 9 Harries Road, Illovo, Sandton.

By nature of the group, travel will be required from any staff member of the company from time to time. Travel in this role will be infrequent. This is an office-based role with no “hybrid-work-from-home” option.

### **Compensation**

An annual cost to company remuneration package, which will be commensurate with the technical skills and experience of the successful candidate.

Please forward applications to Tracey Strong: [strongt@africanalliance.com](mailto:strongt@africanalliance.com)

If you do not hear from us within two weeks, please consider your application for this particular vacancy unsuccessful. In this instance, please be assured that we shall retain your application and will be in touch should a suitable opportunity arise in the future.