

JOB DESCRIPTION FOR JUNIOR ACCOUNTANT

Job Title: Junior Accountant

Department: Finance

Reporting: Finance Manager

Job Summary

The Junior Accountant reports to Finance Manager and will be responsible for the full function accounting duties pertaining to the business – debtors, creditors, petty cash, banking accounts, statutory returns and monthly reporting

Scope *(The way that the position impacts on the organization)*

The Junior Accountant reports to Finance Manager and is responsible for providing efficient, accounting, office and clerical services.

Task and Responsibilities

- **Customer Invoicing and Receipting**
 - Invoice customers on a timely basis.
 - Capture debtors' payments
 - Issue customer statements on a monthly basis.
 - Follow up on overdue debtors' accounts

- **Supplier Payments and Expenses**
 - Ensure all suppliers invoices are appropriately authorized for payment, and captured daily.
 - Make supplier payments in accordance to instructions from Management and suppliers age analysis.

- **Reconciliations of Key Accounts**

- Reconcile all bank accounts on a daily basis.
- Reconcile all loan accounts on a monthly basis.
- Bank accounts reconciled monthly
- Conduct monthly reconciliations of all accounts to ensure their accuracy
- Ensure all Statutory returns are accurately submitted on due dates once they have been reconciled.

- **Processing of Payroll**

- Process employees pay in accordance with HR requirements
- Print employees' pay slips once payroll has been checked by Management.
- Employee leave accruals printout to HR monthly
- Reconcile payroll in Pastel, do EMP201 return and submit to SARS
- Process year-end payroll reports, with assistance if required, to meet SARS IRP5 requirements together with EMP501.

- **Budgets and Financial Statements**

- Assist in preparing annual budgets and entering these into Pastel.
- Process and capture month end journals.
- Prepare draft monthly financial statements and reports as required.
- Calculate and issue financial analysis of the financial statements
- Maintain an orderly accounting filing system
- Maintain the chart of accounts
- Maintain the annual budget
- Calculate variances from the budget and report significant issues to management

- Comply with local government reporting requirement
 - Provide information to external auditors for the annual audit
 - Work with Project Manager to provide accurate Project reporting.
- **Data Management**
 - Maintain a subscription to payroll software, and update software when necessary.
- **Other**
 - Capture & reconcile petty cash accounts.
 - Provide clerical and administrative support to management if required.
 - Produce balance sheet, profit and loss and project summary reports as required by the Finance Manager.
 - Follow up outstanding creditors, maintain records and provide reports as required.
 - Ensure that all financial records are accurate and timely for end of financial year audits.
 - Assist with office projects from time to time – providing specific bookkeeping support, research and report writing etc.
 - Comply with general office policies, procedures and all legal requirements.
 - Undertake any other specific duties as required by the Finance Manager.

Required Knowledge, Skills and Abilities

- Computer processing skills, general accounting and bookkeeping training, record keeping practices and training, or related job experience of greater than two years in a similar position.
- Ability to perform mathematical calculations accurately, including percentages, fractions, decimals, and simple mathematical formulae.

- Highly motivated with an ability to solve practical problems and follow written, verbal or other instructions with several concrete variables.
- Attention to detail and the ability to organize complex information neatly and accurately.
- Strong organizational and time management skills,
- Ability to compose original correspondence, write reports, have effective interaction with people, and to communicate ideas and receive and process information from others.
- Self-directed with an ability to learn a systematic approach to accounting and to follow the approach without direction to maintain the integrity of the financial data.
- Ability to operate computer equipment, business equipment and other general office equipment, including telephones and fax machines.
- Sound written and verbal communications skills
- Reliable and flexible individual.

Education and Formal Training

- Degree in Finance, Accounting or Business Administration.

Work Experience

- Approximately 3-5 years proven accounting or related experience
- Experience with Pastel accounting and VIP payroll packages and current knowledge of all legislation associated with the preparation and maintenance of organizational financials.
- Data entry skills together with hands on experience of spreadsheets software.