

## Financial Accountant – Woodstock – Capetown

### Description

**WE ARE HIRING: 2025**

### FINANCIAL ACCOUNTANT – WOODSTOCK – CAPE TOWN

**SALARY R 500 000pa TCTC (MEDICAL AID, PENSION FUND, FUNERAL**

### JOB PURPOSE:

### KEY PERFORMANCE AREAS:

To provide a clerical and administrative support in respect of general ledger(GL) accounts and assist with the administration of all companies within e group. Assist with ad hoc requests from Senior Finance staff. Prepare and provide accurate information on all documentation. Compliance with all company policies and procedures.

### DUTIES INCLUDE BUT WILL NOT BE LIMITED TO:

Review & Post cash book entries for both Rand and CFC accounts, oversee

monthly bank account reconciliations for entities within the company. Prepare & Manage ad hoc EFT payments. Prepare income tax schedules for tax returns disclosure purposes for all

entities within the company. Maintain the Fixed Asset register working closely with Operations.

All tasks relating to Fixed Assets including Depreciation, W&T Calc. Prepare monthly general journals including provisions, prepayments. Prepare and maintain monthly GL recons including intercompany recharges. Preparation of VAT returns. Other ad hoc accounting and administrative duties.

### Hiring organization

MJM Recruitment

### Employment Type

Full-time

### Beginning of employment

03.03.2025

### Duration of employment

Full Time

### Industry

Accounting

### Job Location

Cape Town

### Date posted

January 20, 2025

**KNOWLEDGE AND EXPERIENCE:**

**Grade 12, with Mathematics**

**BCom degree with major in Accounting**

**5+ years' experience in GL entries, cashbook and intercompany entries  
preferable**

**Computer literacy – MS Office (With a high proficiency in MS Excel).**

**Strong interpersonal skills.**

**Good decision – making skills.**

**Excellent people skills.**

**Innovative; Analytical; Conceptual thinking.**

**Work independently and as a part of a team.**

**Business understanding.**

**Initiating action; Drive and energy.**

**Ability to adapt and respond to change.**

**CONTACT: Mario Matthews from MJM Group (031) 572 3610/ Cell: 076 275  
3765: Email: [mario@mjmrecruitment.co.za](mailto:mario@mjmrecruitment.co.za)**