

## Junior Accountant – Durban

### Description

#### WE ARE HIRING :

#### JUNIOR ACCOUNTANTS

#### ACCOUNTABLE FOR :

- Managing the GRIR account.
- Ensure adherence to internal controls.
- Assisting with month end, year end and audit queries.
- Supervise the financial and administrative clerks onsite to ensure that the correct processes are followed and completed timeously and accurately.
- Liaise with suppliers and internal customers (ie. Divisional Financial Managers and Admin Managers) with regards to claims.
- Assist with budgeting, stock take and overall stock management.
- Assist with overview of new costs related to the extension and new sites.
- Costings workings and allocations to other facilities within KZN Supply Chain.
- Assisting the finance manager with monthly, weekly and annual reports.
- Assist the finance manager with capex, expenses and overall maintenance management and vetting quotes sent by facilities management.
- Be the first reliable approver for expenses before Finance manager does final sign off.
- Assess the Accuracy of supplier setups, accuracy allowance and backhaul/ long-haul agreements.
- Any ad hoc queries.

#### REQUIREMENTS FOR POSITION:

- TERTIARY EDUCATION : BCom Degree in Finance
- PREVIOUS EXPERIENCE : Minimum 2 years of financial related experience.
- KNOWLEDGE / SKILLS : Knowledge of excel, SAP and basic understanding of DC operations.
- ADDITIONAL REQUIREMENTS : Own transport and valid driver's license.

Contact Mario Matthews on : 076 275 3765 / 031 572 3610

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#### Hiring organization

MJM Recruitment

#### Employment Type

Full-time

#### Beginning of employment

02.10.2023

#### Duration of employment

Full Time

#### Industry

Supply Chain

#### Job Location

Durban

#### Date posted

September 11, 2023

#### Valid through

31.10.2023