https://mjmrecruitment.co.za/current-positions-available/financial-accountant-woodstock-cape-town/

Financial Accountant – Woodstock – Capetown

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

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.

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.

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