

FINANCIAL ADMINISTRATOR (CAPE TOWN BASED)

RESPONSIBILITIES:

Month-End Journals & Procedures:

- Month-end procedures and journals including but not limited to:
 - Depreciation, disposals and additions to assets, asset register maintenance.
 - Raising of relevant month-end accruals, based on cash book processing and information provided by creditors department.
 - Expensing of prepayments.
 - Inter-group loan accounts (balancing and raising of interest and management fees monthly).
 - Raising leave pay provisions.
 - Raising provisions for debtor discounts.
 - Raising of petty cash entries.
 - Monthly adjusting of PAYE liability for ETI received.
 - Full set of working papers reconciling all balance sheet items.

VAT:

- Process VAT to complete return on SARS eFiling.
- Prepare VAT Pack, including reconciliation of returns back to balance per GL as well as monthly turnover recon.
- Loading payment of VAT on eFiling and pulling through to banking system.

Bank:

- Processing of cash books.
- Bank reconciliations on both bank accounts and following up on outstanding items with debtors and creditors departments.
- Completion of cash flow forecasts, which include the updating of actual bank balances, foreign creditor payment schedules, local creditor payments and forecast cash book payments.

Year-End:

- Assist with the preparation of lead schedules and tax schedules, as well as calculation of tax – both normal and deferred.
- Assist external auditors with documents and queries, as required.
- Full set of working papers including all balance sheet recons.

Assist Debtors, Creditors and Financial Manager:

- Assisting the debtors department, creditors department and the financial manager with queries, specifically regarding allocations and balancing. Assisting with daily tasks as required.
- Special ad hoc projects, e.g. construction of graphs for reporting, assisting with other reporting-related tasks, etc.

Ad Hoc:

- Assisting with ad hoc investigations as required.

REQUIREMENTS:

- Two years' relevant experience.
- Good understanding of basic accounting principles.
- General accounting administration.
- Office administration.
- Essential computer literacy:
 - MS Excel (Advanced)
 - MS Word (Basic)
 - Accounting packages
 - Sage Evolution
- Language proficiency:
 - Afrikaans
 - English
- Driver's licence with own vehicle.

Salary is market related.

Please send your CV to cvs@futurelearn.co.za