

Job Description

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| Job Title: Accountant  | Function: Accounting, payroll, debtors, creditors  |
|  Region: Cape Town, South Africa |
| Responsible to: Finance Director H/O  | Responsible for Accounts Receivable / Payable / Admin , Govt regulatory responsibility. Currently 2 direct reports, with further direct reports planned. |
| Job Purpose: Accountant for Cape Town office to handle all accounting functions including AR / AP management, payroll, taxes, reporting and other ad hoc duties. |

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| Main Responsibilities | Job Details |
| **General Accounting** | 1. Preparation of monthly accounts pack in line with global timetable.
2. Full responsibility for balance sheet and P&L.
3. Reporting and accounting as per regulatory and legal requirements including taxation, annual reports and accounts.
4. The management of staff, using HR/ management techniques to motivate and lead.
5. Liaise with external accountants regarding end of year audit and tax filing requirements.
6. Work closely with head office to ensure own targets and KPI’s are achieved as well as for the team.
7. Identify processes for improvement and report to management.
8. Manage bank accounts and payment runs.
9. Manage local non-financial staff in conjunction with overseas counterparts.
10. Deal with local bank account and any accompanying matters.
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| **Taxation** | 1. Preparation and filing VAT, payroll return and other statutory filings.
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| **Accounts’ Payable / Vendor Management**  | 1. Ensuring that Vendor invoices are correctly and properly booked in the system though management of the team.
2. Ensuring that Vendor invoices are paid within the credit periods.
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|  **Payroll**  | 1. Running payroll, including weekly wages, and deal with associated taxes and filings under instruction from HR.
2. Assist management in local administration works.
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| **Secretarial Compliance** | 1. Assist Company Secretary for compliance and other statutory filings.
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