JOB DESCRIPTION
FOR JUNIOR ACCOUNTANT
Job Title: Junior Accountant
Department: Finance
Reporting: Finance Manager

Job Summary
The Junior Accountant reports to Finance Manager and will be responsible for the full function accounting duties pertaining to the business – debtors, creditors, petty cash, banking accounts, statutory returns and monthly reporting

Scope (The way that the position impacts on the organization)
The Junior Accountant reports to Finance Manager and is responsible for providing efficient, accounting, office and clerical services.

Task and Responsibilities

- Customer Invoicing and Receipting
  - Invoice customers on a timely basis.
  - Capture debtors’ payments
  - Issue customer statements on a monthly basis.
  - Follow up on overdue debtors’ accounts

- Supplier Payments and Expenses
  - Ensure all suppliers invoices are appropriately authorized for payment, and captured daily.
  - Make supplier payments in accordance to instructions from Management and suppliers age analysis.
• **Reconciliations of Key Accounts**
  - Reconcile all bank accounts on a daily basis.
  - Reconcile all loan accounts on a monthly basis.
  - Bank accounts reconciled monthly.
  - Conduct monthly reconciliations of all accounts to ensure their accuracy.
  - Ensure all Statutory returns are accurately submitted on due dates once they have been reconciled.

• **Processing of Payroll**
  - Process employees pay in accordance with HR requirements.
  - Print employees’ pay slips once payroll has been checked by Management.
  - Employee leave accruals printout to HR monthly.
  - Reconcile payroll in Pastel, do EMP201 return and submit to SARS.
  - Process year-end payroll reports, with assistance if required, to meet SARS IRP5 requirements together with EMP501.

• **Budgets and Financial Statements**
  - Assist in preparing annual budgets and entering these into Pastel.
  - Process and capture month end journals.
  - Prepare draft monthly financial statements and reports as required.
  - Calculate and issue financial analysis of the financial statements.
  - Maintain an orderly accounting filing system.
  - Maintain the chart of accounts.
  - Maintain the annual budget.
  - Calculate variances from the budget and report significant issues to management.
- Comply with local government reporting requirement
- Provide information to external auditors for the annual audit
- Work with Project Manager to provide accurate Project reporting.

**Data Management**
- Maintain a subscription to payroll software, and update software when necessary.

**Other**
- Capture & reconcile petty cash accounts.
- Provide clerical and administrative support to management if required.
- Produce balance sheet, profit and loss and project summary reports as required by the Finance Manager.
- Follow up outstanding creditors, maintain records and provide reports as required.
- Ensure that all financial records are accurate and timely for end of financial year audits.
- Assist with office projects from time to time – providing specific bookkeeping support, research and report writing etc.
- Comply with general office policies, procedures and all legal requirements.
- Undertake any other specific duties as required by the Finance Manager.

**Required Knowledge, Skills and Abilities**

- Computer processing skills, general accounting and bookkeeping training, record keeping practices and training, or related job experience of greater than two years in a similar position.
- Ability to perform mathematical calculations accurately, including percentages, fractions, decimals, and simple mathematical formulae.
Highly motivated with an ability to solve practical problems and follow written, verbal or other instructions with several concrete variables.

Attention to detail and the ability to organize complex information neatly and accurately.

Strong organizational and time management skills,

Ability to compose original correspondence, write reports, have effective interaction with people, and to communicate ideas and receive and process information from others.

Self-directed with an ability to learn a systematic approach to accounting and to follow the approach without direction to maintain the integrity of the financial data.

Ability to operate computer equipment, business equipment and other general office equipment, including telephones and fax machines.

Sound written and verbal communications skills

Reliable and flexible individual.

**Education and Formal Training**

Degree in Finance, Accounting or Business Administration.

**Work Experience**

Approximately 3-5 years proven accounting or related experience

Experience with Pastel accounting and VIP payroll packages and current knowledge of all legislation associated with the preparation and maintenance of organizational financials.

Data entry skills together with hands on experience of spreadsheets software.