



## JOB DESCRIPTION

# Accountant - Financial

### **Job Purpose:**

To ensure accuracy of accounting, quality, IFRS standards and compliance are met for the respective business unit. To drive the accounting process and provide complete, trustworthy and accurate reporting and accounting information in a timely manner.

To perform all relevant duties of a Financial Accountant for the respective business unit, support and drive escalations for Debtors and Creditors procedures and controls, plus deliver key objectives and goals. Establish and maintain required business processes and procedures mitigating business risk.

### **Key Responsibilities:**

#### Reporting

- Bi-Weekly age analysis to be forwarded to HOF and department managers with reasons for amounts being overdue (target: 10h00 on every working Monday)
- Report on and escalate critical issues and variances to HOF
- Drive month end process & pre-check internal review (OPEX, accruals, Fixed Asset register, FX movements etc)
- Monthly internal review files compiled with commentary for submission to HOF
- Oversee weekly and month checks and escalations with Creditors and Debtors team
- Drive efficiencies and accountability
- Assisting with statutory audit and Head Office queries and resolving them
- Assist with general ledger process as well as post journals
- Compile VAT reports and get files and support ready for submission
- Assist with monthly, quarterly and annual report files for, internal purposes, Head Office and Audits
- Compile support files and answer queries related to internal and external audits

#### Financial Operations: Debtors

- Ensure correct, timely and complete checking of bi-weekly invoicing reports as well as updated commentary and action plans are in place before submitting to HOF
- Ensure statements are sent out on a bi weekly basis, and followed up to ensure prompt payment
- Escalate and drive escalation process for any queries on invoices to ensure they are closed out timeously
- Ensure margins are flagged and attended to on a weekly basis and escalate any issues to the relevant manager
- Check correct VAT treatment of invoices sent to clients

#### Financial Operations: Treasury

- Prepare reconciliations for all bank accounts on a weekly basis and send to HOF for review
- Reconcile banks on a monthly basis for month end with FX rates
- Revalue creditors and debtors monthly and move to correct account with month end FX rate
- Load OPEX related payments that have been processed in TourPlan
- Check payments loaded as well as support is in accordance with company and statutory compliance (revenue service for tax compliance)
- Calculate and post journal for movement from realised and unrealised operational FX to non-operational FX monthly



#### Financial Operations: Creditors

- Capture ad hoc and HR invoices to supplier accounts on Tourplan
- Reconcile creditor statements on Tourplan to supplier statements
- Prepare payments to suppliers within agreed/contracted payment terms
- Capture payments in Tourplan once released on banking system
- Pre-check Reporting and commentary on outstanding items on creditor age analysis before submission to HOF
- Pre-check Reporting and commentary on any vouchers that have been over-captured on Tourplan before submission to HOF
- Obtain Tax Invoices from Pro-forma invoices from suppliers for VAT compliance for the month
- Organise and file all financial documents produced and received in a timely and organised filing system

#### Human Resources: Teamwork

- Support one another as a team; by assisting in each other's duties as needed and directed
- Be able to embrace diversity and to have the ability to work in that environment
- Partake in annual performance appraisals
- Be free to request training whenever the need arises

#### Additional Responsibilities

- Proactively seek improvements and efficiencies in accounting processes and reporting
- Responsible for loading payments for business units educational's and ensuring all approvals and support are present before loading
- Responsible for all secretarial and administration management of Business unit – credit card applications, CIPC or equivalent changes
- Responsible for following the Opening and Closing of Vouchers process as well as ensuring all approvals and parameters are met beforehand
- Stay updated about new processes and products and establish efficiencies in current workflow
- Improve knowledge about processes especially within the Finance Department but also in all other departments of the company
- Highlight vouchers that can be closed to HOF monthly
- Assist on projects in the Finance team in line with roadmap and close out with HOF

#### **Sundry Areas:**

It is expected of all employees to perform not only the tasks mentioned in the job description, but also directly allocated or extraordinary tasks that could arise. At the discretion of management, assistance might be required during peak seasons to assist the creditors' team with capturing across both business units.