

JOB PROFILE

Position	Accountant
Reports to	Head of Accounts
Direct reports	None

Main purpose of the role

The main purpose of the role is to take responsibility for the accurate processing of financial transactions and the preparation of financial reports for all entities within the Group.

Minimum education & qualifications / Experience / Knowledge & Skills / Behavioural competencies

Education / Qualifications	• Matric / Grade 12 • B Comm Accounting degree
Experience	• Minimum 3 years' experience in an accounting role • Experience within the retail property sector would be advantageous, but is not essential
Knowledge and skills	• Solid understanding of VAT and accounting principles (IFRS for SMEs) • Ability to calculate, post and manage accounting adjustments • Proficient in Microsoft Word and Excel • Strong financial and analytical ability • Effective verbal, written and listening communication skills • Good time management and organisational skills
Behavioural competencies	• Ability to meet deadlines and work under pressure • High level of accuracy and attention to detail • Ability to work independently and take initiative • Strong problem-solving skills • Professional integrity and ability to handle confidential information • Team-oriented approach
Other	• Driver's license Code B (advantageous)

Key Performance Areas

1. Monthly Reporting
2. Journals & Processing
3. Asset Management and Valuations
4. Budgeting, Audit and Tax
5. Property and Financial Analysis
6. Financial Control and Administration

1. Monthly Reporting

- Analyse and report on budget variances per property
- Prepare and review balance sheet reconciliations
- Compile monthly management packs
- Perform monthly reconciliation of all loans and calculate interest
- Review VAT reasonability and finalise VAT for all entities

2. Journals & Processing

- Process daily and monthly journals, including but not limited to:
 - Deferred incentives
 - Loan adjustments
 - Depreciation
 - Salaries
 - Accruals
- Maintain accurate records and supporting documentation for all journals

3. Asset Management and Valuations

- Maintain the Fixed Asset Register
- Perform calculations relating to property valuations

4. Budgeting, Audit and Tax

- Prepare and finalise annual budgets
- Assist with audits across all entities
- Assist with annual and bi-annual tax computations

5. Property and Financial Analysis

- Maintain an understanding of each property, including site visits where required
- Perform ad hoc financial analysis, including:
 - Preparation and maintenance of adjustment accounts
 - Preparation of financial feasibilities

6. Finance Administration

- Resolve internal queries promptly
- Ensure adherence to deadlines and cut-off dates
- Maintain and organise filing of all financial documentation
- Assist management with finance-related projects
- Perform any other finance-related duties as required from time to time