

VACANCY**Title: Financial and Management Accountant****Department: Finance****Duration: Permanent****Location: Head Office (Hammarsdale)****Role Portfolio:****Purpose**

To assist the financial manager in processing month end journals, preparing month end reconciliations and overseeing the accounting and creditor clerks. To provide a back up to the credit controller. To process job costings and maintain inventory records.

Key Performance Areas (including but not limited to):

- Process job costing for all fibre line and non-woven lines production jobs
- Ensure all stock marking is complete every Thursday, so that stock costing can be updated
- Stock costing run every Thursday
- Review bill of materials
- Update inventory costs and rates
- Management of stock counts
- Reconcile and maintain stock reports on a monthly basis
- Valuation and analysis of slow moving stock
- Assist with budget and forecast preparation
- Supervise the accounting and creditor clerks
- Fill out credit applications
- Authorise beneficiary details on the banking system
- Authorise payments (local and foreign) with the Financial Manager
- Maintain the fixed asset register
- Provide backup assistance to the credit controller
- Supervise petty cash
- Process payroll into the accounting system
- Monthly submission of the VAT201 report
- Monthly review of bank reconciliations for the two main bank accounts (cheque and enterprise)
- Monthly reconciliation of balance sheet accounts, including, but not limited to:
 - Assets
 - Trade debtors
 - Deposits
 - Trade creditors
 - Prepayments
 - Accruals
 - Vat
 - Long term and short term loans
 - Petty cash
 - Bank accounts (CFC and Call)
- Monthly analysis of transport expenses
- Monthly credit note report
- Monthly analysis of capex expenditure
- Monthly reconciliation of sales general ledger to sales Target report
- Update of energy consumption report

- Update of exchange rate weekly movements
- Monthly review of the creditors age analysis, which includes investigation of old balances and debit balances
- Ensure all the above documentation is easily accessible and filed methodically
- Escalate any matters of concern with regards to the above duties to financial manager
- Compliance with business processes and policies
- Backup for finance and admin team members on specific tasks as requested by management
- Liaise with all types of auditors on areas of responsibility ensuring all documents are provided to the auditors on time
- Any other tasks reasonably required by management

Qualifications and Experience

- Bachelor of Commerce (Accounting) degree
- Articles experience is advantageous
- Approximately 3-4 years working experience in a similar environment
- Good working knowledge of MS Excel and MS Word
- Good working knowledge of ERP or accounting systems

Key Competencies

- Deadline driven and ability to plan and go the extra mile to meet deadlines including willingness to work overtime in order to meet month end deadlines if required
- Positive attitude, driven and motivated to get the work done on time and accurately
- Ability to handle pressure
- Team player
- Willingness to learn and grow within the company
- Communication with debtors, creditors and other external parties
- Working with auditors to provide information they require

Email CV's to: jobfsa@fibertex.com