



**Job Description**

<b>1. Job Particulars:</b>	
<b>Job Title:</b> Accountant	<b>Department:</b> Operations and Finance
<b>Direct Reports:</b> None	<b>Travel Required:</b> No
<b>Reports to:</b> Senior Accountant	<b>Job Grade:</b> C2
<b>2. Purpose of Job:</b>	
To maintain accurate financial records ensuring integrity of data and reports.	

<b>3. Key Results/ Accountabilities expected from job</b>
<ul style="list-style-type: none"> <li>• Processing of General Ledger journals accurately within the period of reporting</li> <li>• Perform monthly balance sheet reconciliations for review and sign off and ensure reconciling items are cleared within 2 months of reporting.</li> <li>• Preparation of monthly VAT reconciliation and filing thereof, with SARS. Respond to SARS queries on VAT matters timeously.</li> <li>• Review employee re-imburements in ERP system. Reconciliation of AP employee expense account.</li> <li>• Track and follow up on credit card spend and ensure timeous accounting of transactions by Line Mangers.</li> <li>• Analysis of general ledger accounts and reporting of variances, on a monthly basis.</li> <li>• Open and maintain new and existing general ledger codes in ERP system and ensure any amendments are authorised.</li> <li>• Publish the accurate and complete management accounts for Line managers to review</li> <li>• Input weekly forex rates on the ERP system.</li> <li>• Perform Ad-hoc financial activities, e.g. Budget uploads and structure amendments in ERP system and in line with SARU business needs. As well as STATS SA data etc. as and when needed</li> <li>• Execution of salary deductions in the payroll system.</li> <li>• Attend to GL audit queries within agreed turnaround times.</li> <li>• Prepare an amortisation schedule for loans receivable from member unions that would ensure accurate funds are recovered.</li> </ul>



#### 4. Experience & Expertise (Typical educational qualifications & experience)

##### a. Educational background

3 year Financial Bcom qualification - Essential

##### b. Experience (years and nature)

5 years' experience in a financial reporting environment - Essential

#### 5. Critical Competencies

##### Core Competencies

- **Leadership & People Development** - Provides support and shares knowledge with peers. Welcomes feedback and learning.
- **Resilience** - Seeks support when overwhelmed and takes initiative to manage stress and emotions constructively.
- **Operational Excellence & Ambassadorship** - Delivers assigned tasks reliably and upholds SARU's values in everyday actions.
- **Agile Innovation & Adaptability** - Responds to change with flexibility. Open to learning and trying new ways of working.
- **Collaboration & Communication** - Shares relevant information clearly. Listens to understand and contribute constructively in teams.
- **Strategic & Commercial Thinking** - Understands SARU's goals and considers basic resource and

##### Technical Competencies

- Reconciliations both statutory and balance sheet
- IFRS accounting
- Analytical Skills -Essential
- Computer Literacy (Microsoft office suite / ERP systems) - Essential
- Problem Solving Skills - Essential
- Planning and organising -Essential
- Financial Acumen - Essential
- Financial impacts in decision-making.