

<b>Job Title</b> : Junior Accountant <b>Job Grade</b> : B-5 <b>Business Unit</b> : Finance	<b>Section</b> : Financial Administration <b>Span of Control</b> : 0 <b>Immediate Superior</b> : Financial Accountant	
<b>MINIMUM JOB REQUIREMENTS</b>		
<b>Qualifications</b>	<b>Experience</b>	<b>Certification/ Professional Registration</b>
<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• B.Com or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 3 years experience</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>JOB PURPOSE</b>		
<p>The purpose of this job is to:</p> <p>Execute end-to-end financial administrative functions in the following areas:</p> <ul style="list-style-type: none"> <li>- Account payables,</li> <li>- Cashbook; and</li> <li>- Membership Financial Administration.</li> </ul>		
<b>KEY RESPONSIBILITIES</b>		
<b>KEY PERFORMANCE AREAS</b>	<b>WEIGHT</b>	<b>KEY ATTRIBUTES</b>
1. Revenue Management.	20%	<ul style="list-style-type: none"> <li>- Manage the allocation of membership fees received.</li> <li>- Perform reconciliations</li> <li>- Compile monthly reports</li> </ul>

2. Accounts payable	20%	<ul style="list-style-type: none"> <li>- Process creditors payments and refunds to members.</li> <li>- Perform creditors reconciliations.</li> <li>- Compile monthly reports.</li> </ul>
3. Cashbook	10%	<ul style="list-style-type: none"> <li>- Upload bank statements to Pastel system</li> <li>- Create cashbooks (main account, sub account and grand account);</li> <li>- Capture petty cash transactions into Pastel system.</li> </ul>
4. Financial Accounting	20%	<ul style="list-style-type: none"> <li>- Verify and monitor the correctness of creditors payments, cashbook transactions, invoicing and debtors on Pastel system.</li> <li>- Capture all financial transactions on the accounting system.</li> <li>- Monitor and compare information received from service providers and against compliance requirements with relevant legislation.</li> <li>- Post journals on expenditure items and maintain General Journal of all transactions</li> <li>- Maintain proper register of financial and other related records.</li> </ul>
5. Audits	20%	<ul style="list-style-type: none"> <li>- Assist with audit preparations and attend meetings with auditors.</li> <li>- Assisting in track performance against the audit findings to ensure that that repeat findings are avoided.</li> <li>- Keep proper record of all audit reports, management letters and other documents.</li> </ul>
6. Asset Register	10%	<ul style="list-style-type: none"> <li>- Maintain and manage the asset register and ensure that it correctly reflects the location of assets as per the register.</li> <li>- Conduct asset verifications and monitor the movement of assets</li> <li>- Process assets depreciation function</li> <li>- Reconcile balance sheet on assets</li> <li>- Manage the disposal of assets according to the policy</li> </ul>

COMPETENCIES		
Knowledge	Skills	Qualities / Traits
<ul style="list-style-type: none"> <li>- IFRS</li> <li>- GRAP / GAAP</li> <li>- PFMA</li> <li>- SACPCMP Act</li> </ul>	<ul style="list-style-type: none"> <li>- Communication (verbal and written)</li> <li>- Listening</li> <li>- Administrative</li> <li>- Analytical</li> <li>- Report writing</li> <li>- Problem solving</li> <li>- Accounts reconciliation</li> <li>- Organisational</li> <li>- Time management</li> <li>- Interpersonal skills</li> <li>- Detail oriented</li> <li>- Customer service</li> <li>- Financial reporting</li> </ul>	<ul style="list-style-type: none"> <li>- Performance Driven</li> <li>- Assertive</li> <li>- Integrity</li> <li>- Team player</li> <li>- Customer service orientation</li> <li>- Business and personal values alignment</li> <li>- Personal Leadership</li> <li>- Critical thinking</li> <li>- Thoughtful decision maker</li> <li>- Trustworthy</li> <li>- Discreet</li> <li>- Ethical</li> <li>- Customer service orientation</li> </ul>
ADDITIONAL REQUIREMENTS		
<ul style="list-style-type: none"> <li>❖ Ability to work on Pastel suites</li> <li>❖ Outstanding ability to work on MS Excel and other MS packages.</li> <li>❖ Ability to engage at very senior management level</li> <li>❖ Willingness to work long hours</li> <li>❖ Knowledge and ability to compile or generate management accounts and financial statements</li> </ul>		

## ORGANISATIONAL CULTURE

- **Bias for Action** with an orientation toward aggressive, proactive responses to problems & opportunities.
- **Continuous Improvement** with emphasis on improving processes, services and stakeholder relations.
- **Customer Focus** in understanding, meeting & exceeding customer expectations.
- **Fun & Friendly Environment**, an orientation toward style that makes it possible for employees to be well acquainted in an upbeat & energetic environment.
- **Openness to Frequent Change** and willingness to adapt modifications in job and roles.
- **Planning for Long-term Success** with an orientation toward achieving future, long-term goals, meeting timelines through careful planning and well-established strategic planning.
- **Quality Focus** with emphasis on high-quality services.