

Financial Accountant

Remuneration:	market-related
Location:	Cape Town
Remote work:	Some remote work allowed
Education level:	Degree
Job level:	Junior/Mid
Type:	Contract
Reference:	###FinancialAccountant
Company:	Content Nation Media Pty (Ltd)

Content Nation Media has an exciting opportunity for a financial accountant, who will be responsible for ensuring the smooth operation of the finance department.

The successful candidate will be responsible for:

Accounting and financial reporting

- Full accounting function up to trial balance
- Compile management accounts and CNI Reports
- Prepare month-end files with supporting documentation
- Prepare billing information and invoices on a monthly basis
- Prepare audit packs, documents and schedules required by the external auditors
- Adjust journal entries and accounting for provisions
- Reconcile intercompany loans
- Process and reconcile bank statements and cash sheets
- Process and reconcile petty cash
- Maintain proper fixed asset registers with supporting documents
- Debtors and creditors control
- Calculate Income Tax, VAT and Employee's Tax liabilities
- Prepare VAT reconciliations
- Load transfers, beneficiaries and payments onto the banking system
- Resolve any accounting discrepancies and irregularities

SARS requirements

- Submit monthly statutory returns e.g. EMP201, VAT201
- Submit bi-annual recons (EMP501) and IRP5's
- Process SARS payments and maintain SARS accounts
- Attend to SARS audits and submit supporting documents
- Applications for tax clearance certificates

Administrative

- Submit and pay CIPC annual duties
- Manage and train subordinates to meet Finance's expectations

- Maintain financial and administrative software and templates

Customer services

- Timeously responding to all queries/complaints
- Entrenching good rapport with customers

Minimum:

- Completed national diploma with financial accounting 3 and Auditing as a major/studying towards BCom degree in accounting
- Must have experience in a similar environment

Advantageous:

- SAGE X3 and IDU knowledge will be advantageous
- Experience in preparing inputs to support the audit files
- Must have experience in preparing budgets
- High MS Excel skill level

Posted on 10 May 16:08, Closing date 30 Jun

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