

Job Title: Assistant Accountant

Salary: R213 725

Job Description

Manage the daily and weekly sales reporting function

Assist with month end procedures, including journals and balance sheet reconciliations

Manage the Fixed Asset Register

Support the Accounts Payable, Cash book and Stock Receiving team

Assist with regional and product margin reviews

Assist with Stock takes

Assist with the review and approval of supplier and COD payments

Assist with the review and approval of eForex payment

Assist the team with year-end audit schedules and supporting documentation as required

Review of financial statements

Future Growth:

Management Accounts

Vat returns: Calculation and submission

Weekly cashflow reporting

Review and posting of stock adjustment

Release of Purchase Orders

PAYE: review and submission

Manage Price Files

Assist in preparation of provisional tax