**ASSISTANT MANAGEMENT ACCOUNT:**

This is an exciting new opportunity within the Finance Department. The successful candidate will assist in overseeing the Sundry Debtors function, as well as support the Management Accountant on forecasting, cost control and reporting.

You will be responsible for:

Sundry Debtors

* Day to day management
* Collections
* Month end
* Reconciliation preparation and review
* Maintain policies and procedures
* Exports liaison (when new exports system is implemented)
* Credit note approval
* Journal approval
* Customer master data maintenance
* Administer customer agreements
* Assist in responding to queries from customers as well as internal staff
* Liaising with Properties and Facilities sundry debtors teams

Reporting

* Gross profit reconciliation preparation
* Minute EXP meetings, assist with action points
* Analysis of expenses
* Managing budget overspend process
* Provision reconciliations
* Annual Financial Statements preparation
* Roll forward Excel models (Board slides, CFO tables, competitor ratios, analyst presentation)
* Planning – Interim and year end timetables
* Consolidation
* YDE Management Accounts
* Oversee finance department report and KPI’s

Requirements:

* Relevant qualification essential – we are looking for a Finance Degree eg B. Com
* 5 years + work experience
* Previous supervisory experience (small team)
* Strong inter-personal skills
* Analytical ability
* High attention to detail
* Strong Systems knowledge essential
* Ability to work independantly
* Debtors experience would be an advantage
* Oracle experience would be an advantage