
Position: Junior Accountant – **Temporary Contract**
Reporting to: Management Accountant
Publications: The Herald and Weekend Post
Location: Port Elizabeth

POSITION OVERVIEW

To fulfil the Financial Accounting and reporting function in order to ensure validity and integrity of the financial information for Arena Holdings Eastern Cape.

MAIN RESPONSIBILITIES / OUTCOMES

- Assist in preparation of weekly operating estimate report.
- Preparation of daily sales stats and liaise with relevant sales staff in this regard.
- Assist in preparation of monthly internal packs.
- Assists in preparation and presentation of monthly management accounts.
- Preparation of revised quarterly forecasts.
- Preparing and processing of journals.
- Reconciliation of balance sheet accounts.
- Facilitate procurement-to-payment processes.
- Work closely with finance team in completing month-end financial processes.
- Work closely with finance team in completing year-end financial processes.
- Work closely with the finance team in managing and strengthening internal controls.

REQUIREMENTS

- Accounting Degree and at least 1 year experience in a finance department.

CORE COMPETENCIES REQUIRED

Knowledge

- Accounting Principles.
- Cost analysis principles.
- Budgets.
- Forecasts.

Skills

- Good Computer Skills.
- Excel intermediate to advance skills.
- Analytical Skills.
- Planning Skills.
- Problem Solving Skills.

The Herald

WeekendPost

Applications and CV's should be addressed to email:
ecrecruitment@tisoblackstar.co.za

Closing date: Friday, 10th January 2020

Arena Holdings (Pty) Ltd is an Affirmative Action Employer and as such, preference will be given to candidates who will add to the diversity of our organization. Kindly take note that should we do not respond to you in the next 21 days, you may regard your application as unsuccessful.