



## CAREER OPPORTUNITY

<b>JOB TITLE</b>	<b>Financial Accountant</b>
<b>COMPANY</b>	<b>UPP</b>
<b>DEPARTMENT</b>	<b>Finance</b>
<b>EMPLOYMENT TYPE</b>	<b>Permanent</b>
<b>PURPOSE OF THIS POSITION</b>	
Analyse financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within the organization.	
<b>JOB TASKS AND RESPONSIBILITIES</b>	
<b>Budget and Forecasting Activities</b> <ul style="list-style-type: none"> <li>– Assist with the compilation of the Company's annual budget</li> <li>– Monitoring and reporting monthly sales, expenditures and cash flow to inform monthly budget</li> <li>– Continuous reviewing of annual budget and cash flow forecasting</li> <li>– Reporting on the daily cash-flow of the Company</li> </ul>	
<b>Accounting and Reporting</b> <ul style="list-style-type: none"> <li>– Assist the Jnr Financial Manager with the following financial areas and functions: debtors, creditors, cashbooks and fixed asset registers</li> <li>– Responsible for capturing of General Journals</li> <li>– The compilation and reporting of monthly Management Accounts from the General Ledger (SAGE)</li> <li>– Verification of General Ledger account entries and allocations</li> <li>– Overseeing the accurate payment of the Creditors functions</li> <li>– Responsible for the Creditors reconciliation verification process</li> <li>– Assisting with the annual audit process via the external auditors</li> </ul>	
<b>Fixed Asset Register</b> <ul style="list-style-type: none"> <li>– Extract monthly fixed assets including new purchases from General Ledger and capture on applicable Fixed Asset Register spreadsheet</li> </ul>	

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- Calculate the monthly depreciation to obtain updated and monthly fixed asset values for the Company

### Taxation

- Assisting with the annual audit process via the external auditors and overview over the completion of Annual financial statements
- Overview over the Company's tax issues, i.e. VAT, income tax and other tax related issues
- Ensuring timeous collation and processing of payments of VAT as extracted from General Ledger

### SAGE User

- Preparing monthly reports and payment sheets for Junior financial manager to review

### EDUCATIONAL REQUIREMENTS

- A relevant Degree / Diploma in Accountancy, Financial Management or related field or a minimum of 7 years related Financial Management / Accountancy experience
- Previous financial accounting exposure in a Manufacturing setting would be advantageous

### REQUIREMENTS - EXPERIENCE

- Have sound knowledge of Financial Management
- Have applicable tax knowledge including Income tax and VAT
- Computer Literacy is vital for the successful execution of duties
- The ability to compile and implement financial risk / contingency plans
- Must have the ability to resolve conflict / problems in an amicable manner
- Must have the ability to motivate colleagues
- Must be reliable in terms of honesty and trustworthiness
- Ability to take full responsibility as per scope of work
- Must be a systematic person with strong analytical abilities
- Ability to critically evaluate information, look for potential limitations and focus on errors
- Must be a diligent person with high regard of mutual respect
- Must be a highly goal orientated and conscientious individual who takes pride in his work



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- Willing to be on standby and work extra time as and when required
- Must have good communication skills and be proficient in English
- Must be able to respect and uphold the company's interests and objectives

### APPLICATION FOR THIS POSITION

- Submit your CV to Sharon Winter at [snarrandes@upap.co.za](mailto:snarrandes@upap.co.za)
- **Proof of qualifications must accompany the application**