CAREER OPPORTUNITY

JOB TITLE	**Financial Accountant**
COMPANY	UPP
DEPARTMENT	Finance

PURPOSE OF THIS POSITION

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.

JOB TASKS & RESPONSIBILITIES

Budget and Forecasting Activities

- Assist with the compilation of the Company's annual budget.
- Monitoring and reporting monthly sales, expenditures and cash flow to inform monthly budget.
- Continuous reviewing of annual budget and cash flow forecasting.
- Reporting on the daily cash-flow of the Company

Accounting and Reporting

- Assist the Jnr Financial Manager with the following financial areas and functions: debtors, creditors, cashbooks and Fixed asset registers.
- Responsible for capturing of General Journals.
- The compilation and reporting of monthly Management Accounts from the General Ledger (SAGE).
- Verification of General Ledger account entries and allocations.
- Overseeing the accurate payment of the Creditors functions.
- Responsible for the Creditors reconciliation verification process.
- Assisting with the annual audit process via the external auditors.

Fixed Asset Register

- Extract monthly fixed assets including new purchases from General Ledger and capture on applicable Fixed Asset Register spreadsheet.
- 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 Jnr Financial Manager to review.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- 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 a high regard of mutual respect. – Must be a highly goal orientated and conscientious individual who takes pride in his work. – 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.
MINIMUM REQUIREMENTS	**APPLICATION**
1. A relevant Degree / Diploma in Accountancy, Financial Management or related field or a minimum of 7 years related Financial Management / Accountancy experience. 2. Previous financial accounting exposure in a Manufacturing setting would be advantageous.	- Submit your CV to **Sharon Winter** at snarrandes@upap.co.za - **Proof of qualifications must accompany the application.**