HASS GROUP



Senior Accountant

Location: Queenswood, Pretoria
Working Hours: Mon – Thurs 08:00 – 17:00 Fri 08:00 – 16:30
Closing Date: 20 December 2024

Duties & Responsibilities

Financial Recordkeeping
- Maintain and process accurate and up-to-date financial records for all transactions, including sales, purchases, expenses and assets.
- Reconcile bank statements, accounts payable, and accounts receivable.
- Ensure the integrity of the general ledger by regularly updating and reviewing entries.
- Prepare and analyse financial statements, including profit and loss accounts, balance sheets, and cash flow statements.
- Manage and oversee the day-to-day accounting operations, including accounts payable, accounts receivable, and general ledger functions.
- Ensure accurate and timely month-end and year-end financial closings

Accounts Payable and Receivable
- Monitor customer accounts for outstanding payments and follow up as necessary.
- Assist in maintaining positive relationships with suppliers and customers by addressing billing or payment issues.

Inventory and Cost Control
- Track and reconcile inventory accounts to ensure accurate stock valuation.
- Assist in monitoring the cost of goods sold (COGS) and report on inventory variances.
- Work with the sales and procurement teams to manage stock and optimize profitability.

Payroll Support
- Ensure accurate payroll records by processing salary journals and monitoring statutory deductions.
- Collaborate with HR to ensure timely and accurate employee payments.

Tax Compliance
- Ensure compliance with tax laws, including VAT, PAYE, and other statutory requirements.
- Prepare and submit tax returns accurately and on time.
- Liaise with auditors and tax authorities as required.

Reporting and Analysis
- Prepare monthly financial reports, including income statements, balance sheets, and cash flow summaries.
- Analyse financial data to identify trends, variances, and opportunities for improvement.
- Support management with ad hoc financial analysis and reports.

Internal Controls
- Ensure compliance with financial policies and procedures.Assist in implementing and monitoring internal controls to safeguard assets and prevent fraud.
- Review and improve accounting policies and procedures to enhance efficiency and compliance.
- Maintain organized and secure filing systems for all financial documentation.

Audit Support
- Prepare necessary documentation for external audits.
- Assist in addressing auditor queries and resolving discrepancies.

Budgeting Assistance
- Support the preparation of budgets and financial forecasts.
- Drive costs down by actively managing expenses.
- Monitor actual performance against budgets and report any significant variances.

Systems and Tools
- Utilize accounting software to record, report, and analyze financial transactions.
- Ensure data accuracy within ERP or accounting systems used by the company.
- Identify opportunities for process improvements in financial workflows.
- Ensure that financial systems are updated and aligned with company requirements.

Skills & Qualifications

- Bachelor's degree in accounting, Finance, or a related field.
- Proficiency in accounting software (SYSPRO or ERP systems).
- Advanced knowledge of Excel with experience with lookup functions, pivot tables, conditional formatting.
- Strong attention to detail and accuracy in financial data.
- Familiarity with retail and wholesale operations, including inventory management and VAT regulations.
- Good communication and organizational skills to interact with suppliers, customers, and internal teams.

Minimum requirements

- Minimum of 5 years' experience in similar role.
- Bachelor's degree in accounting or financial management.
- Be fluent in English & Afrikaans (Verbal & Written)
- Be able to work in an open office.
- Clear criminal record
- Have a valid driver's licence and own vehicle
- Must be registered with either SAICA or SAIPA

FOR MORE INFORMATION ON THE H.A.S.S. GROUP PLEASE VISIT:

hass.co.za

Please use Senior Accountant in the subject line when sending through your application to: apply@hass.co.za

*** If you have not been contacted within 2 weeks of submitting your CV, please consider your application unsuccessful