**ASSISTANT ACCOUNTANT**

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| **PURPOSE AND ROLE SUMMARY** |
| The incumbent is accountable to perform accounting functions for the business at a national level. The incumbent is also required to perform in a second in charge role and capacity to assist the Financial Manager in the provision of financial and accounting duties aimed at servicing, supporting and improving performance and efficiencies of the other Divisions within the business. |

**QUALIFICATION:**

* BCom (or related degree/diploma) preferably completed articles.

**EXPERIENCE:**

* 3-5 years practical experience working in a multi-functional financial Department.
* Practical experience in the Financial Services industry will be beneficial

**SKILLS**

* Analytical skills
* Problem solving skills
* Financial business acumen
* Entrepreneurial skills

**KNOWLEDGE**

* Pastel, Microsoft Office, Advanced Excel (proficiency in eg Macros. Pivot tables etc)

**PERSONAL ATTRIBUTES**

* Proactive
* Accuracy and attention to detail
* Resilient and tenacious to find solutions
* Calm and composed under stress and pressure

**Job Description:**

Financial Accounting Portfolio

* Daily Reconciliation of Third Party Fund Account
* Resolving day-to-day ad-hoc queries regarding Third Party Fund Account
* Monitoring of unallocated funds as well as the allocation thereof
* Monthly preparation of Management Statements (including processing of journals, Cash book processing and bank account reconciliation, assistance with budgets and cashflow)
* Tracking of expenditure against budgets
* Assistance in preparation for audits

Support Portfolio

* Assist the Financial Manager to deliver on ad-hoc and other projects requiring Financial Division input
* Assume accountability for ad-hoc projects and processes in the interest of furthering business’ efficiencies
* Support and assist the Financial Manager by taking responsibility to:
* Respond to financial information requests from the Chief Operating Officer and Management Team
* Prepare and check data inputs as required for the monthly consolidated management account
* Understand, analyse, respond to and be articulate about management account detail
* Assist in the preparation of all audit support documentation and evidence collection
* Respond to staff enquiries in terms of client queries regarding e-wallets and debit card transactions.
* Scan environment, escalate and assist in effective implementation of new and amended controls
* Uphold legal compliance regarding all financial functions including Risk Management
* Ensure delivery of smooth-running monthly debit order and airtime processes
* Deliver on requirements for budgets, reports, variances, cash flow, reconciliations
* Inform the Financial Manager of all activities performed for other areas on behalf of the Finance Division

**IMB IS AN EQUAL OPPORTUNITY EMPLOYER**

Interested candidates who meet the above criteria are requested to e-mail a detailed CV **to rene@rhensconsulting.co.za** by **15th February 2017.**

***Please note:***

* *By applying for this position and providing us with your CV and other personal information, you are consenting to the information being used for the specific purpose for which it was provided, which is recruitment purposes and possible appointment purposes (should you be successful).*
* *Please note that your information will be processed for recruitment purposes only or for such purposes relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation.*
* *We confirm that such information will not be used for any other purpose without obtaining your prior consent.*
* *If your application is not successful, we may retain your CV and other information provided on our electronic system. If you object to your information being used in accordance with the aforementioned clauses, please indicate your objection and we will immediately destroy your personal information in a secure manner.*
* *The organization reserves the right not to make an appointment*
* *Appropriate psychometric and / or other selection tools and reference checks is applicable.*
* *Qualifications, background and ITC checks are applicable.*

**Should no feedback be received within 2 weeks of the closing date, kindly accept that your application did not succeed.**