

## Job Details

<b>Job Title</b>	<b>Accountant: Financial Reporting</b>
Division	Finance and Treasury
Unit	Finance
Remuneration	554 948.00
Job Type Classification	Permanent
Location - Country	South Africa
Location - Province	Gauteng
Location - Town / City	Centurion
Email CV to	<a href="mailto:recruitment@tianaconsulting.co.za">recruitment@tianaconsulting.co.za</a>
Closing date	25 April 2025

## MAIN PURPOSE OF THE JOB

To ensure complete and accurate general ledger, asset accounting control function and the insurance claim processes. To provide relevant stakeholders with accurate and complete information for reporting and decision making purposes, supporting the accurate compilation of financial reports.

### Key Performance Areas

#### **1. Month-end reconciliation and General Ledger maintenance (overall responsible for data accuracy and integrity by performing general ledger reconciliations and income statement analysis)**

- Develop a month-end timetable and follow up to ensure compliance with the timetable.
- Opening and closing of accounting periods on SAP FI.
- Assigns responsibilities to relevant assistants, including the creation of reconciliations.
- Manage the month-end focus. (Including investment properties, PPE, PIPS, Intangible assets, Provisions, Leases, etc.)
- Effect corrective measures
- Processing of journals.

#### **2. Assisting with the compilation of Financial reports (the Annual Financial Statements, CROM, CAPEX and insurance budget and other ad-hoc reports)**

- Reports are due in accordance with scheduled activities; or

- Requests are received for the compilation of a report. Analyse the request to determine the nature and extent of the report
- Statutory
- Management
- IFRS/IAS Compliant
- Compile the reports in accordance with policies, procedures and legal requirements
- Compile the reports within the allocated time frame

### **3. Ensure VAT returns are submitted and VAT act is complied with**

- Perform the VAT run and submit VAT returns

### **4. Ensure adherence to financial processes, procedures and policies**

- Review and updating processes, policies and procedures on a continuous basis
- Adapt the Bank's accounting policies in line with the changing environment- IFRS, PFMA, NCA and the Land Bank Act.
- Evaluate and improve internal controls.
- Develop and maintain an accounting manual
- Review to ensure internal controls and processes are in place.
- Recommend any improvements.
- Ensure compliance with internal processes and policies.

### **5. Asset Accounting**

- Maintain the fixed assets register (account for all additions, disposals and transfers of assets). This includes PPE, Intangible Assets, Non-current assets held-for-sale, Properties in Possession and Investment properties.
- Coordinate and conduct physical asset verifications
- Submission of monthly asset reports

### **6. Coordination of the monthly insurance claim process and the annual insurance renewal process**

- Co-ordination of the annual renewal process.
- Preparation of information for submission to the brokers.
- Completion of Insurance questionnaires
- Co-ordination of insurance claims

### **7. Liaison with internal and external auditors**

- Liaises with both internal and external auditors and responds to audit queries/opinions.

- Responds to areas that they highlight –this may require clarity issues, giving information, designing and amending controls.
- Implementation of action tasks/projects to address audit findings relating to his/her area.

#### **8. Coordination of the annual process of Land Bank property valuations**

- 3 months before financial year end, prepare spec for the valuation and liaise with SCM to request RFQ's for the annual property valuations
- Draft memo for the appointment of the service provider
- Coordinate all the requested information by the service provider in order for them to carry out the valuation work timeously.

#### **9. Accounting for investments**

- Receive the monthly investment report from Coronation Fund Managers
- Post the monthly investment movement journal
- Preparation of the monthly reconciliations.
- Prepare the note disclosure for Annual Financial Statements

#### **10. Accounting for Expected credit losses**

- Once the ECL model is received for the month, prepare the monthly journal workings to ensure that journal movement will align the SAP to the ECL model
- Post the monthly ECL journal
- Preparation of the monthly reconciliations.
- Prepare the note disclosure for Annual Financial Statements

#### **Preferred Minimum Education and Experience**

- B Com Accounting degree\ BCompt
- 3-5 years Financial Accounting

#### **Critical Competencies**

- Advanced Microsoft Office/ Excel
- Financial Reporting Software Packages
- International Financial Reporting Standards (IFRS)
- Financial Principles
- Accounting standards
- Land Bank Act
- Treasury Regulations

**Additional Requirements**

- Travel as and when required
- Extended hours as and when required.