

# BALWIN PROPERTIES

## CAREER OPPORTUNITY



### Accountant

#### QUALIFICATIONS & EXPERIENCE REQUIRED

- BCom or BCom equivalent
- 3 Years Working Experience in other finance disciplines (preferably with Property Industry experience)
- Experience Type : Full accounting ability up to annual financial statements

Position Type:	<b>Permanent</b>
Job Role:	<b>Accountant</b>
Location:	<b>105 Corlett Drive, Melrose, Sandton</b>
Benefits:	<b>Provident Fund / Medical Cover</b>
Joining Date:	<b>As soon as possible</b>

#### KEY REQUIREMENTS

- Financial reconciliations
- Preparation of financial reports for the inclusion in the management accounts
- Strong control environment
- High attention to detail
- Ability to work under pressure and meet tight deadlines
- Excellent analytical and problem solving skills
- Proficient in MS Excel

#### DUTIES AND RESPONSIBILITIES

- Responsible for control within the finance function, to ensure process flows exist, are accurate and implemented for key finance controls.
- Prepare financial reconciliations and supporting finance related calculations.
- Assistance in the budgets and forecasts.
- Prepare, review and approve journals.
- Assist with SARS on Tax , VAT and other queries.
- Ability to collaborate with other divisions.
- Assisting the accounts team with the capturing of account data.
- Capturing and processing changes to the cashflow.
- Conducting research and following up on outstanding accounting administration items.
- Providing accounting and administration support to the accounting team.
- Assisting with the amendment and/or following up on budgets.
- Preparing schedules for various accounting requirements.
- Preparing monthly financial and operational reports.

#### SKILLS AND TRAITS

- Basic understanding of IFRS and ability to apply to accounting
- Good communication and interpersonal skills
- Ability to work on multiple tasks
- Excellent time management
- Reliable
- Excellent at planning and organising
- Ethical and trustworthy
- Proactive and solution driven mindset

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to [careers@balwin.co.za](mailto:careers@balwin.co.za)

