

# BALWIN PROPERTIES

## CAREER OPPORTUNITY



### MUNICIPAL & BODY CORPORATE ACCOUNTANT

#### QUALIFICATIONS & EXPERIENCE REQUIRED

- BCom Accounting (SAICA Articles beneficial)
- 2-3 Years Finance Working Experience
- Experience Type : Exceptional Excel skills, strong accounting understanding

Position Type: **Permanent**  
Job Role: **Accounting - Municipal & Body Corporate**  
Location: **105 Corlett Drive, Melrose, Sandton**  
Benefits: **Provident Fund / Medical Cover**  
Joining Date: **As soon as possible**

#### KEY REQUIREMENTS

- Sectional Title Schemes Management Act
- Sectional Title Act
- Community Schemes Ombud Services Act
- Other relevant legislation relating to body corporates
- Strong Excel and Accounting skills

#### DUTIES AND RESPONSIBILITIES

- Good knowledge and understanding of the legislation and the application thereof.
- Preparation and updating of budgets.
- Understanding and preparing management accounts.
- Attending of body corporate meetings, participate and minute.
- Ensure that action items from minutes are executed.
- Understanding of sectional titles, requirements and ensure adherence to the requirements.
- Prepare detailed reports relating to affairs of body corporates.
- Draft effective emails and letters relating to tenants, suppliers.
- Build good relationships with clients, suppliers and colleagues.
- Analytical ability and ability to problem solve as matters arise.
- Incorporating effective procedures and processes.
- Incentive payments and review.
- First month levy payments – Attorney account review.
- Monthly debtors clearing journals.
- Attending to any client queries and provide support and assistance.
- Preparing monthly reports and providing feedback.
- Attendance of trustee meetings and managing agents meetings.
- Analysis of utilities, monitoring and identify risks.

#### SKILLS AND TRAITS

- Deadline driven
- Good communication skills
- Ability to work well under pressure
- Ability to work on multiple tasks
- Excellent time management
- Reliable
- Must have own reliable vehicle
- Excellent and planning and organising

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)

