

BALWIN PROPERTIES

CAREER OPPORTUNITY

Senior Annuity Accountant

QUALIFICATIONS & EXPERIENCE REQUIRED

-  CA(SA) - with 2 years experience as a CA
-  5 Years Working Experience in other finance disciplines
-  Experience Type : Full accounting ability up to annual financial statements and corporate income tax

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

KEY REQUIREMENTS

-  Financial reconciliations
-  Management accounts
-  Strong control environment
-  Tax and VAT deliverables
-  Reporting pack

DUTIES AND RESPONSIBILITIES

-  Responsible for control within the finance function, to ensure process flows exist, are accurate and implemented for key finance controls.
-  Review of balance sheet and income statement reconciliations on a monthly basis as part of the month end.
-  Managing the team and driving an effective and timeous month end process to ensure timetables are met.
-  Review management accounts and assist reporting accounting with preparation where required.
-  Assistance in review of the budgets and forecasts to ensure alignment with finance reporting.
-  Lead person for the external audit.
-  Prepare, review and approve journals.
-  Deal with SARS on Tax , VAT and other queries.
-  Ability to collaborate with other divisions.
-  Assisting the accounts/annuity 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/annuity team.
-  Assisting with the amendment and/or following up on budgets.
-  Preparing schedules for various accounting requirements.
-  Preparing and presenting monthly financial and operational reports.
-  Preparing payments and cashbook maintenance.
-  Managing fixed asset register.

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

