

PKF Constantia Valley Cape Town Accountant

Department

Monthly Accounting Department

About the position

Location

Diep River, Cape Town

Position Type

Permanent

Purpose of the role

To render the full accounting service to a portfolio of clients.

Academic Qualifications Required

- A degree in accounting will be beneficial.
- Completion of SAICA/AGA/SAIPA articles will be beneficial.

Skills, Competencies and Experience Required

Skills

- Interpersonal skills
- Communication skills: Be able to converse in English and Afrikaans
- Report writing skills
- Time Management
- Problem solving skills
- Organisational skills
- Drivers' licence

Competencies

- Strong Accounting and Taxation knowledge
- Decisive and accurate
- Ability to prioritise
- Ability to work under pressure in a deadline driven environment

Experience

- 3-5 years accounting experience

Required Computer Package Experience

- Microsoft Office
- Xero
- Pastel
- Microsoft Outlook

Key Duties and Responsibilities – Key Performance Indicators

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- Supervise and initiating the processing of client information cheques, receipts, sales invoices, purchase invoices
- Perform bank reconciliations
- Processing and reconciling of Petty Cash and cash control accounts
- Keeping of a fixed asset register
- General journals – e.g., depreciation, provisions, interest, salaries, stock, etc.
- Process journal entries e.g., new instalment sale agreements, interest on borrowings, provisions, accruals of income and expenses, bad debts etc.
- Reconcile debtors and creditors statements.
- Correct accounting treatment on disposal of assets (property, plant & equipment) and investments and the calculation of the taxation on capital gains/losses.
- Analyse the resulting trial balance for mistakes / deviations and be able to discuss the results with the client.
- Analytical review of AFS – GP%, Inventory days, Creditors days, Debtors days
- Produce a draft set of financials
- Prepare the notes to financial statements
- Identifying provisions and contingent liabilities
- Calculate the tax liability for sole proprietors, individuals, close corporations and trusts, small business corporations, and partnerships.
- Reconciliations of input/output VAT to monthly trial balance.
- Compiling and discussing with the client of monthly management accounts.

Other

- Requesting information from Clients.
- Provisional tax calculations
- Maintain strong client relationships
- Good communicator with Clients and colleagues
- Strong management skills, leadership and organisational abilities.
- Able to work on their own and run a portfolio of clients.
- Meet monthly deadlines timeously.
- Have a thorough knowledge of Payroll, VAT and e-filing

Level of Independence

Work independently

Apply Now

Applications to be sent to: Martli Uys, HR Manager at hr.constantivalley@pkf.co.za