

JOB PROFILE

1. POSITION DETAIL

CURRENT JOB TITLE	Senior Accountant	JOB GRADE	D1 (R 592 014,80)
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Finance		
DATE REVIEWED	02/2021		
LOCATION	Rosslyn		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
<p>Manages subordinates, setup, monitor budgets, management accounts, cash flow and financial statements; prepare reports and documentation for audits, management and tax packs; analyzing and reporting financial accounting data; and ensuring all activities conform to statutory legislation such as (PFMA, GAAP, GRAP, SARS, UIF, Skills Levy and IFRS) and company policies and procedures.</p> <p>Manages financial risk throughout the company, and provides specific business expertise to the executive and management team enabling them to manage their departmental finances and ensuring that they are able to maintain a companywide perspective. The incumbent maintains financial and management procedures.</p>			
POSITION IN THE ORGANISATION			
2ND LINE MANAGER (2ND LEVEL)	CFO		
1ST LINE MANAGER (1ST LEVEL)	Finance Manager Operations		
POSITION	Senior Accountant		
SUBORDINATE (1ST LEVEL)	Junior Accountant x1, Finance Clerk x1		
SUBORDINATE (2ND LEVEL)			
SUBORDINATE POSITIONS			
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>			
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2. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>1. Financial Reports</p> <ul style="list-style-type: none"> • Preparation of documentation for: <ul style="list-style-type: none"> • Annual audits • Annual financial statements • Monthly management reports for various departments <ul style="list-style-type: none"> • Perform variance analysis of actual to budgeted figures and report to management on a monthly basis • Input to Quarterly reports • Reconciliation reports <ul style="list-style-type: none"> • Maintain and review reconciliations for balance sheet accounts 	30%
<p>2. Financial support</p> <ul style="list-style-type: none"> • Maintain and oversee fixed assets register • Provide support to Management on finance and administration related issues • Assists with budget preparation • Ensure that only authorized transactions are processed onto the general ledger • Respond to auditors' queries • Provide guidance and recommendations for areas of improvement • Input into risk management register • Liaise with Stakeholders i.e. Banks and SARS • Maintains, prepares and provides accurate financial records for auditing and operational use; • Prepares month-end accounting entries and accruals; • Analyse, reconcile, balance and maintain accounting records (Cashbook, Bank account, debtors/creditors, assets, reports) 	50%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>and journals)</p> <ul style="list-style-type: none"> • Extracts data from financial system for analysis and use Excel spread-sheet to summarize data; • Submits Income Tax, VAT, PAYE, SDL and UIF returns; • Support the SCM process • Take relevant corrective action pertaining to any financial transactions (matters) 	
<p>3. Financial Control</p> <ul style="list-style-type: none"> • Maintain policy and procedure compliance • Implement and maintain internal controls • Management and control accounts receivable • Management and control accounts payable • Maintain a proper audit trail • Reviews and recommends modifications to accounting systems and procedures • Approve payments at the bank • Ensure compliance with statutory requirements and legislation 	15%
<p>4. People Management</p> <ul style="list-style-type: none"> • Manage employees as appropriate within the division to optimise business performance • Ensure staff has the required skills and experience to execute their tasks. • Conduct Performance Planning Sessions. • Compile the Performance Management documentation in collaboration with the staff member in terms of: <ul style="list-style-type: none"> • Job Profile requirements • Strategic Performance Objectives • Key Performance Areas • Personal Development Plan • Track and monitor performance in accordance with policies and 	5%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
procedures and performance planning documentation. <ul style="list-style-type: none">• Continuously provide feedback and coaching to ensure that the staff member/s performs at optimum productivity level.• Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary.• Appraise performance at the end of each performance period in accordance with policies and procedures.• Provide feedback to the relevant role players.	
TOTAL	100 %

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3. JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none">• B.Com Accounting / B.Compt.
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none">• Completed Articles
EXPERIENCE	<ul style="list-style-type: none">• 3 years' commercial experience

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4. COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Accounting	Advanced Computer Literacy	Diplomacy
PFMA	Communication	Innovation
Treasury Regulations	Problem solving	Time Management
GRAP	Decision making	Attention to detail
BBBEE Act	Inter personal	Honesty
Preferential Procurement Act	Negotiation	Ability to work under pressure
Policies and Procedures	Presentation Skills	Integrity
TAX	Conflict Handling	Sense of Humour
Accounting systems	Written communication skills	Resilient
IFRS	Management: Planning, Leading, Organising, Control (PLOC)	
	Reporting	

5. OTHER SPECIAL REQUIREMENTS

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B) DECISION MAKING

What are the most regular and complex challenges in the job? Please provide a couple of examples of regular problems that need to be resolved and not ad hoc scenarios or cases. Also indicate how these problems or challenges will be resolved.

- Compliance issues
- Keeping abreast and up to date with accounting field changes

Please name the resources utilised by the jobholder to solve problems or make decisions, e.g. the internet, manuals, policies, procedures, external resources, etc.

- The internet, manuals, policies, procedures, internal/external resources

Please provide the typical planning cycle of the job – macro as well as micro planning, e.g. macro – 3 – 5 years and micro – 1 year. Also provide examples to elaborate on the answer.

- Micro – Weekly, monthly, quarterly, annually.

How long will it normally take before the impact of the judgement calls made by the jobholder will be felt in the business?

- Immediate

What type of practices, procedures, policies, systems or outputs does the jobholder influence or change in his/her role as a Professional/Technical consultant or specialist – operational, tactical or strategic? Please apply the 60/40 rule and provide examples to elaborate on the answer.

- Operational procedures and processes

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C) ACCOUNTABILITY

What type of decisions can the jobholder take within his/her area of accountability and what type of decisions will typically be referred to the direct manager for sign off? Please provide a couple of examples of regular decisions/problem solving or judgement calls and not ad hoc scenarios or cases.

Jobholder accountability

Operational Decisions

Referral to Line Manager for approval

- All else

D) COMMUNICATION

Please provide examples on the context, range and complexity of subject matters being communicated by the jobholder as well as the context, format and process of communication used to reach the target audience. Please refer to both verbal and written communication.

(Concentrate on issues that make the communication process complex, e.g. communicating information to an audience that is not familiar with the concepts and technology, communicating to an audience that has their own opinions and the subject matter is of such a nature that no single interpretation can definitely be shown to be correct and the jobholder has to persuade the audience under these circumstances of what he/she thinks the best practice is, etc.)

- Verbal – networking, negotiations, presentations, facilitation of discussions, engagement with stakeholders, and the like
- Written – operational plans, presentations – internal and external, reporting, e-mail, network correspondence

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APPROVED BY LINE MANGER

Signature: _____ Date: _____

CONFIRMED BY HR EXECUTIVE

Signature: _____ Date: _____

ACKNOWLEDGED BY INCUMBENT

Signature: _____ Date: _____