

# BALWIN PROPERTIES

## CAREER OPPORTUNITY



### Accountant

#### QUALIFICATIONS & EXPERIENCE REQUIRED

- 🌿 Diploma or Degree in Accounting Finance or related field
- 🌿 3-5 Years Experience
- 🌿 Experience Type : Accounting, Cloud-based accounting software (Xero beneficial)
- 🌿 Required: Experience working in high-volume processing environment.

|                |                                       |
|----------------|---------------------------------------|
| Position Type: | <b>Permanent</b>                      |
| Job Role:      | <b>Accountant</b>                     |
| Location:      | <b>Johannesburg</b>                   |
| Benefits:      | <b>Provident Fund / Medical Cover</b> |
| Joining Date:  | <b>As soon as possible</b>            |

#### SKILLS REQUIREMENTS

- 🌿 Upload and process supplier invoices with correct GL coding and tracking categories.
- 🌿 Match and reconcile daily bank transactions.
- 🌿 Allocate payments and receipts to relevant bills and invoices.
- 🌿 Maintain accurate supplier records and flag inconsistencies or missing documentation.
- 🌿 Understanding accounting principles and month-end procedures.
- 🌿 Tools and Systems: Proficient in Excel and exposure to Xero will be beneficial.

#### DUTIES AND RESPONSIBILITIES

- 🌿 Assist in preparing and issuing customer invoices, track customer accounts and ensure appropriate cash management.
- 🌿 Prepare and process weekly supplier payment.
- 🌿 Execute the final supplier payment run at month end.
- 🌿 Reconcile payments to supplier accounts and issue remittance advices.
- 🌿 Prepare and review aged payables and receivables.
- 🌿 Perform bank reconciliations and ensure unresolved items are cleared promptly.
- 🌿 Collaborate with the Senior Accountant to update loan and intercompany schedules.
- 🌿 Ensure financial data is accurate and up to date in preparation for month end Group reporting.
- 🌿 Finalise all reconciliations and assist with audit preparation and support to the Senior Accountant for the preparation of interim and year end reports.
- 🌿 Assist with preparation and posting of journals (under guidance).
- 🌿 Ensure all relevant support documents are available for VAT reconciliation and uploading of budgets.
- 🌿 Prepare and distribute purchase order timeously.
- 🌿 Assisting with audit queries.
- 🌿 Prepare and present first review of management accounts with a focus on variance reporting.
- 🌿 Ensure all relevant supporting documents are available for bank funding packs.

#### SKILLS AND TRAITS

- 🌿 Deadline driven
- 🌿 Ability to work well under pressure
- 🌿 Excellent verbal and written communication
- 🌿 Good interpersonal skills
- 🌿 Maintains confidentiality
- 🌿 Ability to work on multiple tasks
- 🌿 High sense of urgency
- 🌿 Good attention to detail
- 🌿 Ability to problem solve
- 🌿 Reliable and dependable
- 🌿 Proficient in Excel (pivot tables, lookups etc.)

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)

