



<b>Job title</b>	<b>Senior Financial Accountant</b>
<b>Department</b>	<b>Finance</b>
<b>Location</b>	<b>KTVR Head Office</b>
<b>Reporting to</b>	<b>Financial Manager</b>
<b>Contract</b>	<b>5 years contract performance based</b>
<b>CTC</b>	<b>R498 879.00 - R623 599.00</b>

## **PURPOSE:**

The incumbent will be responsible for managing KTVR's accounting, reporting processes and financial systems while ensuring integrity of related internal controls and external financial reporting.

The position comprises of but not limited to the following key performance areas:

### **Audit process management**

- Coordination of audit process to ensure smooth internal and external audits.
- Liaison with both internal and external auditors and respond to audit queries.
- Ensure timely coordination and execution of audit requests with the team.
- Distribution of audit findings for management comments and co-ordination of audit responses.
- Ensure that audit action plan is prepared and updated accordingly.
- Responsible for ensuring that audit action plans are implemented.

### **Financial Accounting**

- Provide input, implement and ensure compliance with financial policies and develop processes and procedures.
- Ensure adherence to financial processes, procedures and policies.
- Provide technical knowledge on accounting treatment per accounting standards to ensure compliance.
- Develop a month-end and year-end plan and follow up to ensure compliance.
- Responsible for the general ledger to ensure validity and accuracy of all transactions processed.
- Implementation of cash management processes and procedures.

- Administration of online banking platform ensuring that control requirements are met.
- Management and administration of cash transactions and preparation of cash flow projections.
- Responsible for petty cash management.
- Ensure accurate weekly and monthly preparation and reconciliation of cashbooks.
- Responsible for the management of accounts receivables including debt management and issuing of monthly revenue invoices.
- Effective management of month-end process, including the monthly review of all balance sheet reconciliations in line with month-end timelines.

### **Asset Management**

- Coordination of the insurance renewal process.
- Maintain good asset management: This includes acquisitions, movement, spot checking, reporting, depreciation, disposal, verification and asset register maintenance.
- Prepare asset reconciliation of fixed assets registers and general ledger and resolve any variances.
- Review the test for asset impairment, change in estimate and writing offs at financial year end.
- Prepare the fixed asset note in the financial statement.
- Supervise the assets verification process and ensure accurate financial reporting, regulatory compliance and safeguarding of company assets.

### **Financial reporting**

- Perform month end closing activities such as account reconciliation, assets reconciliation and payment allocation.
- Assist in preparing Annual Financial Statements (AFS) and Interim Financial Statements in terms of International Financial Reporting Standards (IFRS).
- Advise management of any changes in accounting standards.
- Provide continuous improvement in the process of preparing financial reports.
- Assist with tax audits and tax returns.
- Ensure IFRS compliant AFS are submitted for external audit timeously.

### **Minimum job requirements:**

- Bachelor of Commerce/ B-Tech degree in Accounting/ Finance Management/ Cost and Management Accounting (NQF7).
- Preferred post-graduate degree in Financial Accounting or similar
- Preferred completed audit articles
- Minimum of 2 years' post article experience in Accounting or Financial Management
- Experience and knowledge of the following ERP systems is preferred:
  - Knowledgeable in SAGE Evolution (Pastel)
  - Draftworx

### **Knowledge and Skills:**

- Computer Literacy
- Experience of procurement process ie. tender process and contract management.
- Deadline driven
- Experience of planning, organising and prioritizing workload.
- Analytical and meticulous when dealing with numbers.