

<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>Permanent</b>
<b>TCE</b>	<b>R498 879.00 - R623 599.00</b>

**PURPOSE:**

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

The position is comprising but not limited to the following key performance areas:

**Audit process management**

- Coordination of audit process - responsible for ensuring smooth internal and external audits.
- Liaison with both internal and external auditors and respond to audit queries.
- 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 to 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 timetable and follow up to ensure compliance to the timetable.
- Responsible for the general ledger to ensure validity and accuracy of all transactions processed.
- Implementation of cash management processes and procedures.
- Preparation of future cash shortages and surpluses projections.

- Administration of online banking platform ensuring that control requirements are met.
- Management and administration of cash transactions and preparation of cash flow statements.
- Responsible for petty cash management
- Ensure bank reconciliations are performed timeously
- Responsible for the management of accounts receivables including debt management and issuing of monthly revenue invoices.
- Effective management of the monthly transactional month- end close process, including the monthly review of all balance sheet reconciliations in line with month-end timetable.

### **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.
- Review asset reconciliation of fixed assets register and general ledger and resolve exceptions.
- Review the test for impairment, change in estimate and writing offs at financial year end.
- Prepare the fixed asset note in the financial statement.

### **Financial reporting**

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

**Minimum job requirements:**

- Bachelor of Commerce/ B-Tech degree in Accounting/ Finance Management/ Cost and Management Accounting (NQF7).
- Preferably post-graduate degree in Financial Accounting or similar
- Completed financial/ audit articles
- Minimum of 2 years' post article experience in Accounting or Financial Management
- Experience and knowledge of the following software is preferred:
  - Knowledgeable in SAGE Evolution (Pastel)
  - Draftworx
- Analytical skills, communication skills and problems solving skills will be an advantage.

**Knowledge and Skills:**

- Computer Literacy (Word, Excel, Internet).
- A degree of literacy, numeracy and computer literacy.
- Experience in a procurement administration role or similar.
- Experience of procurement led activities ie tender process, supplier relationships, and contract management.
- Experience of tracking and dealing with enquiries and working to deadlines.
- Experience of planning, organising and prioritizing workload.

*The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements. Such variable tasks should be listed and recognised in the employee's performance contract.*