

# JOB PROFILE

## 1. POSITION DETAIL

<b>CURRENT JOB TITLE</b>	Junior Accountant	<b>JOB GRADE</b>	C2
<b>PROPOSED JOB TITLE</b>	Accountant		
<b>JOB CODE</b>			
<b>DEPARTMENT</b>	Finance		
<b>DATE REVIEWED</b>	27/03/2015		
<b>LOCATION</b>	Rosslyn		
<b>EMPLOYMENT STATUS</b>	Permanent		
<b>PURPOSE STATEMENT</b>			
Perform routine accounting functions such as processing of invoices, journals and completion of statutory returns; reconciling debtors/creditors, bank account capturing and reconciliations, debtors age analyses and Balance Sheet; preparing financial reports; monitoring purchase orders; assist with procurement information reporting, updating asset register and preparing for year-end audits			
<b>POSITION IN THE ORGANISATION</b>			
<b>2ND LINE MANAGER (2<sup>ND</sup> LEVEL)</b>	Operational Finance Manager		
<b>1<sup>ST</sup> LINE MANAGER (1<sup>ST</sup> LEVEL)</b>	Senior Accountant		
<b>POSITION</b>	Junior Accountant		
<b>SUBORDINATE (1<sup>ST</sup> LEVEL)</b>			
<b>SUBORDINATE (2<sup>ND</sup> LEVEL)</b>			
<b>SUBORDINATE POSITIONS</b>			
<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><b>1. Reports</b></p> <ul style="list-style-type: none"> <li>• Assist with the preparation of documentation for:               <ul style="list-style-type: none"> <li>• Annual audits</li> <li>• Annual financial statements</li> </ul> </li> <li>• Monthly management reports               <ul style="list-style-type: none"> <li>• Aging Reports of actual to budgeted figures and report to management on a monthly basis</li> </ul> </li> <li>• ESDA Reporting</li> <li>• Input to Quarterly reports</li> <li>• Reconciliation reports               <ul style="list-style-type: none"> <li>• Maintain authorized reconciliations for balance sheet accounts</li> </ul> </li> </ul>	20%
<p><b>2. Financial support</b></p> <ul style="list-style-type: none"> <li>• Maintains, prepares and provides accurate financial records and reports for information, auditing and operational use;</li> <li>• Prepares month-end accounting entries and accruals;</li> <li>• Analyse, reconcile, balance and maintain accounting records (Cashbook, Bank account, debtors/creditors, assets, reports and journals)</li> <li>• Extracts data from financial system for analysis and use Excel spread-sheet to summarize data;</li> <li>• Submits VAT, PAYE, SDL and UIF returns for ESDA;</li> <li>• Input into financial risk management</li> <li>• Provide guidance and recommendations for areas of improvement</li> <li>• Liaise with Tenants and Clients</li> <li>• Maintain authorised reconciliations for balance sheet accounts</li> </ul>	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
<ul style="list-style-type: none"> <li>• Provide support to management on finance and administration related issues</li> <li>• Prompt response to audit queries</li> </ul>	
<p><b>3. Maintain Financial Controls</b></p> <ul style="list-style-type: none"> <li>• Monitor financial procedures to ensure policy compliance</li> <li>• Contribute to establishing internal controls;</li> <li>• Report on Non-compliance</li> <li>• Recommend corrective action</li> <li>• Maintain a proper audit trail.</li> </ul>	30%
<b>TOTAL</b>	<b>100 %</b>

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## 3. JOB EVALUATION CRITERIA

<b>A) KNOWLEDGE AND SKILLS</b>	
<b>FORMAL EDUCATION</b>	<ul style="list-style-type: none"><li>• A relevant National Diploma in Accounting</li></ul>
<b>TECHNICAL/ LEGAL CERTIFICATION</b>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• 2 years' Relevant experience in Financial environment</li></ul>

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## 4. COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Accounting	Computer Literacy	Diplomacy
IFRS/GRAP	Communication	Resilient
TAX	Problem solving	Time Management
Accounting systems	Conflict Handling	Attention to detail
BBBEE Act	Inter personal	Honesty
Preferential Procurement Act	Written communication skills	Ability to work under pressure
Policies and Procedures	Negotiating terms	Integrity
PFMA	Numeracy	Sense of Humour

## 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.

- Efforts to secure Payment from Tenants
- Enforcing Compliance

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.

- Procedures

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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**

### **Referral to Line Manager for approval**

- Refers to appropriate manager/executive as required

## 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, engagement with customers, tenants, stakeholders, and the like
- Written –reporting, e-mail, written correspondence

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## APPROVED BY LINE MANGER

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONFIRMED BY HR EXECUTIVE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ACKNOWLEDGED BY INCUMBENT

Signature: \_\_\_\_\_ Date: \_\_\_\_\_