

JOB DETAILS

Job Title	Senior Accountant: Financial Reporting
Division	Finance and Treasury
Unit	Finance
Remuneration	800000.00
Job Type Classification	Permanent
Location - Country	South Africa
Location - Province	Gauteng
Location - Town / City	Centurion
Email CV to	recruitment@tianaconsulting.co.za

Job Advert Summary

MAIN PURPOSE OF THE JOB

To provide IFRS technical accounting advisory, managerial and operational expertise in order to provide relevant and reliable information for business decision making through the design, implementation and maintenance of effective financial processes, procedures and policies.

To ensure effective accounting activities relating to the maintenance of a complete and accurate general ledger. To provide relevant stakeholders with accurate and complete information for reporting and decision making purposes, supporting the accurate compilation of Financial reports. The role is also responsible for ensuring that internal financial controls are in place and are adhered to. Technical accounting advisory forms a critical part of the function of the role. Manage the Annual Financial Statements process and Audits for both the Bank and Insurance

Key Performance Areas

1. Month-end focus - General Ledger maintenance (Overall responsibility for data accuracy and integrity by performing general ledger reconciliations and income statement analysis)

- Assigns responsibilities to relevant assistants, including the creation of reconciliations.
- Manage the month-end focus. (Including investments, write-offs, insolvencies, fruitless and wasteful and irregular expenditure, impairments, etc.)
- Makes sure that reconciliations are done accurately and timeously, checks them against supporting documentation and ledger balances.
- Review of the audit files for completeness and accuracy.
- Ensure that the General Ledger and journal entries are in accordance with defined standards by analysing accounts and correcting misallocations and miscalculations.
- SAP Banking Month-end Run (as and when required)
- Manages transactions in SAP (i.e. confirmation of transactions and informing ICT to block user access to prevent further transactions being processed during the month-end run).
- Oversees the opening and closing off the SAP FI (SAP Financial Module) period for processing.
- Liaises with ICT and run the month ends for SAP Banking and ensure a successful month end with integration to SAP FI.

2. Compile Financial Reporting (Annual Financial Statements (AFS), NCA Form 40, Land Bank tax return and any other ad-hoc reports)

NCA Form 40, Land Bank tax return and any other ad-hoc reports

- Reports are due in accordance with scheduled activities; or
- Requests are received for the compilation of a report. Analyse the request to determine the nature and extent of the report
- *Statutory*
- *Management*
- *IFRS/IAS Compliant*
- Timeous reporting, archiving and distribution in accordance with policies, procedures and legal requirements
- Gather and verify applicable data from all relevant sources and collate data into required reporting format
- Make recommendations in accordance with the information at hand
- Submit the report for review and approval where necessary

Annual Financial Statements

- Review of the prior year AFS for technical updates due to changes in International Financial Reporting Standards (IFRS) and other relevant legislation (PFMA, National Treasury Regulations, VAT Act, etc.)
- Advise management of the subsidiaries of any changes in accounting standards
- Update the current year AFS with all the relevant changes
- Seek continuous improvement in the process of preparing the AFS
- Compile the AFS within the allocated time frame
- Collect and verify applicable data from all relevant sources and collate data into required reporting format
- Make recommendations in accordance with the information at hand
- Submit the report for review and approval where necessary
- Distribute the report to the relevant role players

3. Technical Accounting research

- Remain up to date on the Technical IFRS Standards by attending training courses and reading knowledge material.
- Informs General Manager: Finance and management team of updates and changes required to the Land Bank accounting treatments.
- Examines IFRS and Tax legislation changes that affect the Land Bank or its subsidiaries.
- Review, and consult (if necessary) with appropriate Technical professionals to completely understand the implications of IFRS or Tax updates to the Bank.
- Drive the implementation of required changes in Finance.

4. Processing of entries on client's accounts

- Compiles a register for all write-offs and waivers received.

- Timeous processing of all write-offs and waivers.
- Compiles a register of all insolvency transfers.

5. Liaison with internal and external auditors

- Liaises with both internal and external auditors and responds to audit queries/opinions.
- Responds to areas that they highlight –this may require clarity issues, giving information, designing and amending controls.
- Implementation of action tasks/projects to address audit findings relating to his/her area.
- Coordination of Audit Process - responsible for ensuring smooth interim and year-end audits, including coordination of Client Assistance Schedules.

Preferred Minimum Education and Experience

- CA (SA) or equivalent
- At least 5 years Financial Accounting and Reporting experience

Critical Competencies

- Advanced Microsoft Office/ Excel
- Knowledge / Experience SAP/ Financial Reporting Software
- International Financial Reporting Standards (IFRS)
- PFMA (Public Finance Management Act)
- Banking and Financial Services
- Land Bank Act

- Additional Requirements Travel as and when required
- Extended hours as and when required.