

JOB ADVERT

Financial Accountant

REPORTING TO:

Financial Manager

JOB LOCATION:

Rosebank/Parktown North, Johannesburg

EMPLOYMENT STATUS:

Permanent

START DATE:

01 June 2026

POSITION DESCRIPTION

What is the overall purpose and objective of this position?

The Financial Accountant ensures accurate and complete financial records and reporting. They support the Financial Manager with timely reporting, internal controls, and compliance. The role manages key accounting functions such as general ledger, month-end close, and fixed assets. It also oversees payroll reconciliation, VAT, revenue processes, and audit support. The position works closely with the Project Accountant to align financial and project reporting.

RESPONSIBILITIES & DUTIES

List of tasks and responsibilities:**1. Financial Management and Reporting**

- Execute month-end, quarter-end, and year-end close processes accurately and within deadlines
- Prepare, review, and post month-end journals, including:
 - Payroll
 - Depreciation
 - Accruals
 - Prepayments
- Prepare and post year-end and adjusting journals
- Maintain integrity of the general ledger, ensuring all transactions are complete, accurate, and supported
- Perform detailed trial balance reviews and reconciliations
- Produce the final Trial Balance for reporting purposes
- Assist in the preparation of management accounts, financial statements, and reports

RESPONSIBILITIES & DUTIES (cont.)

List of tasks and responsibilities:

2. Cash Flow and Working Capital Management

- Support the Financial Manager in cash flow planning and monitoring
- Prepare weekly and monthly cash flow projections
- Ensure adequate liquidity to meet operational requirements
- Monitor working capital and highlight risks or inefficiencies

3. Audit, Planning and Execution

- Assist in the planning and execution of the annual external audit
- Prepare audit schedules and ensure availability of complete and accurate supporting documentation
- Address audit queries timeously and effectively
- Ensure prior-year audit findings are resolved

4. Fixed Asset Management

- Maintain and update the fixed asset register
- Ensure all asset additions, disposals, and transfers are accurately recorded and authorised
- Perform regular reconciliations between the fixed asset register and general ledger
- Ensure accurate monthly depreciation calculations and postings

5. Payroll Reconciliation

- Perform monthly reconciliation between payroll reports and the general ledger
- Investigate and resolve all variances
- Ensure payroll-related entries are accurate, complete, and properly authorised

6. VAT and Statutory Compliance

- Prepare and submit VAT returns within statutory deadlines
- Perform VAT reconciliations and ensure accuracy of VAT balances
- Ensure compliance with SARS regulations relating to VAT and PAYE
- Maintain proper documentation to support all tax submissions

7. Revenue and Accounts Receivable Oversight

- Review and analyse accounts receivable balances and ageing
- Collaborate with the Finance Assistant (Debtors and Cashbook) to ensure timely and accurate invoicing
- Review customer reconciliations and resolve discrepancies
- Ensure revenue is recognised accurately and in line with applicable accounting standards
- Review bank reconciliations and revenue-related GL accounts

8. Systems, Controls and Compliance

- Ensure all financial processes operate within a strong internal control framework
- Review and enforce compliance with organisational policies and procedures
- Maintain complete audit trails and supporting documentation
- Identify and address control weaknesses or inefficiencies
- Support systems improvements, automation, and process optimisation initiatives
- Assist in the development and enhancement of finance policies and procedures

KNOWLEDGE & COMPETENCIES

Education

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field is essential.

Required Experience

- Minimum 5 years of accounting experience
- Experience with working in externally funded projects.
- Excellent written and verbal communication skills.
- Ability to build and maintain relationships with diverse stakeholders.
- Ability to work independently and as part of a team.

Key Skills and Competencies:

- Proficiency in Microsoft Office Suite and a strong command of accounting packages, including Sage Intacct and Pastel.
- Strong understanding of financial processes, controls, and reporting.
- Proficiency in accounting software and MS Office Suite.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and accuracy..
- Ability to work independently and as part of a team.
- Relationship building and collaboration.
- Personal integrity, ethics, ability to identify ethical dilemmas and make ethical decisions.
- Ability to work in a fast-paced environment, proactive and takes initiative, working well with minimal supervision.
- Passionate, positive and high energy.
- Highest level of integrity and confidentiality.

HOW TO APPLY

Send your CV and Cover Letter to: recruitment@rhizaholdings.co.za

Please include the position you are applying for in the subject line.

If your application is not successful, you will not be contacted.

Closing date: 20 May 2026