

JOB ADVERT

Financial Accountant

REPORTING TO:

Financial Manager

JOB LOCATION:

Rosebank, Johannesburg

EMPLOYMENT STATUS:

Permanent

START DATE:

01 August 2026

POSITION DESCRIPTION

What is the overall purpose and objective of this position?

Responsible for ensuring the integrity, accuracy and completeness of financial records and reporting. The role supports the Financial Manager in delivering timely financial reporting, maintaining robust internal controls, and ensuring compliance with statutory and organisational requirements.

RESPONSIBILITIES & DUTIES

List of tasks and responsibilities:**Financial Management & Reporting**

- Execute month-, quarter- and year-end close processes accurately and within deadlines
- Prepare, review and post month-end journals (payroll, depreciation, accruals, prepayments)
- Prepare and post year-end and adjusting journals
- Maintain general ledger integrity – all transactions complete, accurate and supported
- Perform trial balance reviews and reconciliations; produce the final Trial Balance
- Assist in preparing management accounts, financial statements and reports
- Support budgeting and forecasting; monitor expenditure and provide variance analysis

RESPONSIBILITIES & DUTIES (cont.)

List of tasks and responsibilities:

Cash Flow & 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

Audit Planning & Execution

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

Fixed Asset Management

- Maintain and update the fixed asset register
- Ensure additions, disposals and transfers are accurately recorded and authorised
- Reconcile the fixed asset register to the general ledger
- Ensure accurate monthly depreciation calculations and postings

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

VAT & 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

Revenue & Accounts Receivable Oversight

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

Systems, Controls & Compliance

- Ensure 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

KNOWLEDGE & COMPETENCIES

Education

- Bachelor's degree in accounting, Finance or a related field (essential)
- A professional qualification, or progress towards one (e.g. SAICA, SAIPA, ACCA or CIMA), is advantageous

Experience

- Minimum 5 years' accounting experience
- Experience working on externally / donor-funded projects
- Proven full-function accounting experience to trial balance and reporting
- NPO / NGO sector experience is advantageous
- 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 Xero, QuickBooks and Sage Online Excellent interpersonal, written and verbal communication skills and presentation skills.
- Ability to work independently and as part of a team.
- Strong analytical skills
- Ability to problem solve
- 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.
- Attention to detail.

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: 21 July 2026