



**Chartered  
Governance  
Institute of  
Southern Africa**

**The Chartered Governance Institute of Southern Africa NPC**

**Vacancy: Accountant**

**Type of position:** Permanent

**Location:** Killarney, Johannesburg

**Remuneration:** R350 000 CTC plus discretionary 13<sup>th</sup> cheque

**Requirements:**

- Requirements: CGISA qualification (with accounting subjects), BAcc, BCom (Accounting), CIMA, SAICA, SAIPA, ACCA or any recognized accounting degree or diploma
- At least 2 years accounting experience
- Computer literate – Excel, MS Word, a recognized accounting package, Sage Evolution is an advantage

**Responsibilities:**

- Prepare cashbooks, credit card and bank reconciliations, allocation of deposits and petty cash transactions.
- Prepare invoicing for students, members and the public and controlling all point-of-sale systems.
- Prepare debtor age analysis and follow up on outstanding debt.
- Prepare debtors management reports for students, members and customers.
- Process of journals and expense transactions in the accounting system.
- Process of transactions relating to sundry revenue and expense items.
- Prepare unallocated and unidentified revenue reconciliations.
- Process all transactions for inventory/stock records.
- Perform monthly stock takes and monthly stock reconciliations.
- Attend to regulatory and compliance audit requests.

- Communicate with all relevant stakeholders.
- To support the finance manager as requested

**Skills and Attributes:**

- Attention to detail
- Ability to plan and organize
- Ability to use own initiative
- Act in a responsible manner at all times
- Ability to work without supervision
- Ability to work independently or as part of a team
- Good interpersonal skills
- Ability to communicate at all levels with tact and diplomacy
- High level of work ethic and integrity
- Strong customer service ethic

For further information on the CGISA, please log onto the website [www.chartgov.co.za](http://www.chartgov.co.za)