

MELLON HOUSING INITIATIVE

JOB DESCRIPTION

Position: Junior Accountant

Key responsibilities: Provide support to the finance department by performing a range of accounting and administrative tasks.
Maintain accuracy and attention to detail in all financial records through precise data entry and verification.
Demonstrate the ability to work effectively under pressure while managing multiple priorities and meeting strict deadlines.
Ensure the accuracy and completeness of financial transactions in compliance with internal controls and accounting standards.

Reports to: Accounts Manager

RESPONSIBILITIES:

Company 1

- Upkeep of BBBEE procurement schedule; follow up with suppliers on outstanding / expired BBBEE certificates and other relevant requirements.
- Yearly BBBEE report: Actual expenditure,
- Maintain asset register and monthly journals.
- Check accounts payable reconciliations
- Insurance amendments and claims
- Reconciliation and processing of credit cards.
- Subcontractor payments
 - Fortnightly updating of labour system with latest scope of works
 - Validate and reconcile fortnightly claims to bill of quantities (manual payments)
 - Validate and reconcile fortnightly claims to labour system bookings
 - Prepare the payments
 - Upkeep variation reports

Company 2

- Subcontractor payments (reconcile claims to budget and prepare payment)
- Monthly journals and accounts reconciliation.
- Compile financial reports to Trial Balance, submit to Accountant.
- Vat reconciliation and submission of returns
- EMP201 submission of returns

Collaboration School

- Compile monthly financial reports.
- Preparation of the audit and management of the audit process through to completion
- Assist salary report for submission to WCED District Office
- Prepare Form 043 for submission to WCED District Office.
- Prepare Grade R report for submission to WCED District Office

Compliance

- Ensure compliance with company policies and procedures.
- Adhere to relevant financial regulations and standards.
- BBBEE compliance.

Ad-hoc

- Involvement in the annual building blitz.
- Various financial tasks, as necessary.

Reporting

Keep Accountant updated on all relevant financial matters.

Requirements

3 year Diploma or Degree in Accounting or related field

Preference given to applicants with completed articles, however, we may accept non-articled applicants who have strong experience

2 – 3 years' experience in a similar position

Experience in the construction field, preferred

Drivers license and own vehicle, preferred