

MELLON HOUSING INITIATIVE

JOB DESCRIPTION

Position: Accountant

Key responsibilities: The Accountant will be responsible for managing and preparation of financial accounts across multiple entities, including cashflow management, reporting, reconciliations, audit preparation, donor management, and specific educational and project-based accounts.

Reports to: CFO

Key Responsibilities

COMPANY 1

Cashflow Management: Daily updates and monthly forecasts (6 months in advance)

Accounts Payable & Receivable:

- Review and authorise monthly creditors
- Follow up on outstanding Debtors
- Process monthly inter-company invoicing
- Manage donor invoices (quarterly)
- Issue 18A certificates for qualifying donations

Review and authorise Cashbook & Petty Cash transactions and reconciliations

Pastel Evolution Accounting system maintenance and management thereof

Labour System maintain and management thereof

Statutory Compliance:

- VAT and PAYE reconciliation and submission

Monthly financial statement

Responsible for the accurate and timely preparation of monthly financial statements, ensuring compliance with relevant accounting standards and internal policies. This role involves reviewing financial data, posting necessary journal entries, reconciling accounts, and providing detailed reporting to support strategic financial decisions.

- Various monthly journals
- Review overheads & allocations to project ledger
- Project Ledger
- Reconciliation of balance sheet control accounts
- Sales Report
- Income Statement with Notes
- Special project reporting i.e. Blitz

Annual Audit

- Ongoing audit preparation and audit management.
- Audit Management
- Preparation of audited financial statements
- BBBEE audit

COMPANY 2**Monthly Financial Statements**

- Assist and review control accounts & overheads
- Intercompany billings
- Project Ledger
- Review monthly financial statements

Statutory Compliance:

- Assist and review VAT201, PAYE & tax reconciliation and submissions

COLLABORATION SCHOOL

Authorise and release payments and own transfers.

Assist in reviewing monthly financial reports, Grade R reports, and O43s.

Assist in annual audit process

TEAM MANAGEMENT

Manage and support the Finance Team.

Requirements

BComm degree in Accounting or related field

5 + years' experience in a similar position

Experience in the construction field, preferred

Drivers license and own vehicle, preferred