

Assistant Accountant

Salary : Market related

Requirements:

Administrative

- Cash payments requisition
- Processing supplier invoices on ERP system, ensuring match to purchase order, GRN signed
- Follow-up with suppliers for invoices and Statements
- Creditors reconciliations
- Client service/parts invoices - scan work order and purchase order, e-mail with invoice to client.
- Filing - creditor invoices, debtors' invoices, delivery notes
- Download invoices to credit release check sheet/ update check sheet with deliveries
- Capture credit card payments in ERP system and reconcile to credit card statement.
- Debit order processing and invoicing
- Updating and processing of Fixed assets register, including monthly depreciation journal
- Reconciliation of certain general ledger accounts – GRN suspense etc.
- Capturing stock counts on ERP system.
- Provide back-up on VAT returns
- Foreign receipts, processing invoices and informing bank of UCR number
- Release Inventory Receipts/Issues on ERP system
- Post/release GL journals on ERP system

e-mail

- Good spelling and grammar skills
- Language skills English/ Afrikaans essential

Personal attributes

- Attention to detail
- Common sense
- Good supplier relationship management
- Good computer skills
- Good written skills
- Team player
- Work methodically
- Be honest and trustworthy
- Good time management skills

Other requirements

- Good Matric Results

- Proficient in English and Afrikaans
- Own transport to our offices in Business Park in Lanseria
- Good computer literacy – Excel essential
- Able to fit in with working hours 07h00 – 17h00

Working hours Mon-Fri 07h00 – 17h00