

## JOB TITLE – JUNIOR ACCOUNTANT

**Position reports to** : Finance Manager  
**Direct Reports** : None at this time  
**Office Location** : Adapt IT Johannesburg Campus

## PURPOSE OF THE POSITION

An exciting opportunity exists for a suitably qualified and experienced individual to join the team as a Junior Accountant.

This position is responsible for assisting with all financial accounting activities for Caseware Africa, Adapt IT Nigeria and CQS Confirmations, to support the production of accurate and timely financial results in compliance with IFRS as well as partnering with the CWA leadership team on the forecast and budgets.

## PRIMARY RESPONSIBILITIES FOR THE ROLE

### Management and Financial reporting

- The role will be required to perform financial accounting processes and perform a range of assigned month end close procedures.
- Strictly comply with group reporting timelines, particularly during interim and year end reporting periods
- Responsible for the integrity of the financial records and accuracy of the general ledger, including accuracy of month end journal entries,
- Application of accounting standards and practices in accordance with IFRS and local country requirements.
- Monitor and track all Revenue and Cost Accruals to ensure accuracy of month end results;
- Accountable for completion of monthly Balance Sheet reconciliations;
- Preparation of monthly management accounts and financial reports with comments on variances.
- Preparation of the finance reports and 12-month cash flow requirements.
- Responsible for completion of inter-company confirmations and related party disclosures

### Business partnering

- Assist in the management of the monthly forecasting process with the financial manager and leadership team.
- Providing insightful and timely financial information to the leadership team for decision making.



### Risks and Audit Management

- Accountable for overall vendor registration process and ensuring payments to vendors are accurate and timeous.
- Prepare for and assist with the company's external audit, internal audit and tax audit. Including liaising with Nigeria auditors
- Ensure compliance with internal controls

### Other

- Payroll processing for the Nigerian entity
- Assisting with tax, VAT and deferred tax computations and submissions, as applicable.
- Engaging with bankers, auditors and external consultants (in SA and Nigeria).
- All special projects or tasks from the Finance manager, CWA business or Group Finance that may be required from time to time.

### DESIRED SKILLS, EXPERIENCE AND QUALITIES:

#### Education & Qualification

- B Com Accounting
- 3 years working experience in Finance

#### Relevant Skills, Knowledge & Experience

- Experienced with working on ERP systems
- A detailed knowledge of accounting procedures and principles of internal control is essential
- Ability to maintain effective communication between departments, different staff levels and different countries
- High level of proficiency in Microsoft Excel
- Self motivated and pro-active
- Able to work independently, with a high degree of responsibility
- Deadline driven
- Logical thinker

#### Driving Value

*Actively seeking and implementing opportunities to maximize value in any aspect of the business.*

- Setting a culture of continuously striving for better performance
- Challenging the current state in order to seek real improvements.

#### Leading People

*Motivating and developing people to deliver superior results in a responsible manner*



- Building and maintaining effective culture
- Creating a climate in which individuals and teams develop their potential and contribute their best
- Managing accountabilities and providing timely and constructive feedback
- Coaching and providing development opportunities that enable high performance

### **Leading Self**

*Taking responsibility and accountability for own behaviour, performance and development*

- Taking ownership for own performance and decisions and their impact on the business
- Demonstrating tenacity and resilience even when faced with obstacles
- Seeking opportunities for personal feedback, learning and development
- Acting decisively when tough or quick action is required