

Date: 24 October 2022

JOB PROFILE	
JOB INFORMATION SUMMARY	
JOB TITLE	Accountant
JOB GRADE	
DIRECT SUPERVISOR	Manager NIBCS
DIVISION	Finance

MAIN PURPOSE OF THE JOB	Assist the Cold Store to make critical financial decisions by collecting, tracking, and correcting the company's finances. Ensure all financial records are accurate throughout the year (revenue, expenditure, assets and liabilities).
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ACADEMIC QUALIFICATIONS	
Minimum	
<ul style="list-style-type: none"> ● Degree in Finance/Accounting/Certified Public Accountant. ● Advanced Diploma in VAT. 	
Ideal	
<ul style="list-style-type: none"> ● B Com Degree and Completed Articles 	

RELEVANT EXPERIENCE	
Minimum	Minimum time spent in job
<ul style="list-style-type: none"> ● Five years accounting experience and in accounting software (Pastel). 	<ul style="list-style-type: none"> ● Six months in similar position with experience in accounting and compliance requirements.

KEY RELATIONSHIP INTERFACES <i>(relationships with key parties in work-related issues)</i>	
INTERNAL	EXTERNAL
<ul style="list-style-type: none"> ● Finance Team ● Financial Manager (KFE) ● Human Resources ● Management ● Board/Sub-committees 	<ul style="list-style-type: none"> ● External Auditors ● Regulators (NASRA; ITAS; Ministry of Finance) ● Clients ● Debtors/Creditors

ADDITIONAL TRAINING OR KNOWLEDGE
<ul style="list-style-type: none"> ● Applicable legislative and regulatory framework ● All relevant tools and techniques for accounting and reporting (Pastel) ● Excellent understanding of accounting rules and procedures including GAAP and IFRIS ● Advanced knowledge and experience of spreadsheets

SPECIFIC ROLE REQUIREMENTS <i>(e.g. overtime requirements, extensive travel, dangerous working conditions or locations)</i>
<p>This position sits on the following meetings:</p> <ul style="list-style-type: none"> ● Attend all relevant meetings as it relates to the function and role.

CORE COMPETENCIES AND SKILLS
<ul style="list-style-type: none"> ● Attention to detail ● Excellent organisation and time management skills ● Problem-solving and analysis skills ● Teamwork but also to function independently

- Interpersonal skills
- Analytical skills
- Investigative skills
- Customer focus
- Ability to transfer knowledge
- Self-motivated
- Ability to work accurately and completing work
- Open-minded
- Communication skills (verbal and written)
- Awareness of business trends
- Administration skills
- Strong values and integrity

ORGANIZATIONAL STRUCTURE: see attached.

JOB IMPACT

INTERNAL	EXTERNAL
<ul style="list-style-type: none"> ● Impact is on the financial team and Cold Store in that activities influence debtors, creditors, payments and audit progress. The decision-making process could also be hampered. 	<ul style="list-style-type: none"> ● External contact includes transmission of information and retaining goodwill to the benefit of the organisation.

A. Finance Sustainability Perspective

Main Outputs / KPA'S (Weight)

<u>Detailed Description</u>	<u>Measurement</u>
A1. Prepare and examine financial records, ensuring records are accurate and that taxes are paid. Follow up on discrepancies and take corrective steps.	<ul style="list-style-type: none"> ● Completeness, accuracy of all financial information.
A2. Ensure accurate and appropriate recording and analysis of revenue and expenses.	
A3. Compile monthly management accounts report. Prepare monthly statements by collecting data, analysing and investigating variances, summarising data, information and trends.	<ul style="list-style-type: none"> ● Cash flow management. ● Effectiveness and efficiencies of contracts.
A4. Prepare reconciliations: payroll (for KFE) and loan accounts and sign off of all reconciliations on a monthly basis. Reconcile financial discrepancies by collecting and analysing account information.	<ul style="list-style-type: none"> ● Financial health of company.
A5. Four-eye review of sales invoices and job cards weekly; payments to suppliers and approve weekly; journals and sign off (weekly/monthly; processing of cash back; verification of weekly payments and approval) and petty cash.	<ul style="list-style-type: none"> ● Internal controls. ● Adherence to policies, procedures, GAAP and statutory requirements.
A6. Develop, maintain, and analyse budgets, preparing periodic reports that compare budgeted costs to actual costs. Do quarterly budget review with management by discussing and supplying information at relevant meetings.	<ul style="list-style-type: none"> ● Sufficient information to management to facilitate decision-making.
A7. Maintain the general ledger up to trial balance by summarising current financial status.	
A8. Prepare cash flow projections as per laid down standards and make recommendations. Compile six months forecasts. Alert management and make recommendations on how to address negative cash flow.	
A9. Maintain the fixed asset register for the company as per laid down standards and procedures.	

B. Customer/Stakeholder Perspective

<u>Detailed Description</u>	<u>Measurement</u>
B1. Engage with clients n outstanding payments as per laid down standards and policy provisions.	● Customer feedback.
B2. Attend all relevant meetings and provide input as required. Advice from a financial perspective, applying financial principles and practices.	● Relevance of inputs and recommendations.
B3. Liaise with the KFE Financial Manager and Group Financial Management as required. Communicate with management and clients as required.	● Completeness and correctness of all information.
B4. Prepare financial information for Board packs and attend Board meetings when required.	● Effective communication.
B5. Analyse information for management on request and submit reports.	● Increased efficiencies and feedback.
B6. Do relevant presentations at meetings as required.	

C. Human Resources Perspective

<u>Detailed Description</u>	<u>Measurement</u>
C1. Guide and train assistant accountant. Is responsible for assistant accountant's performance, motivation and training	● Contribute to a high-performance culture.
C2. Expand own capabilities in field of expertise to continuously improve own efficiencies. Remain sensitive and responsible to industry trends and changes.	● Updatedness and relevance of knowledge and skills.
C3. Collaborate with finance team and assist with projects as required.	

D. Finance and Compliance

<u>Detailed Description</u>	<u>Measurement</u>
D1. Close off books for previous year and compile audit file for statutory audit. Do all required preparations for audit file. Prepare audit file for external auditors and answer auditor queries.	● Timeousness, completeness of audit file. ● Compliance with financial reporting and other standard accounting procedures.
D2. Complete quarterly and annual tax reports and ensure correctness, review and that these are signed off.	● Completeness and correctness of information.
D3. Contribute to Good Standing of the Cold Store with Inland Revenue and obtain Good Standing Certificate.	● Good Standing Certificate.
D4. Conduct internal pre-VAT refund audits. Attend to VAT refund audits at Inland Revenue. Investigate tax accounts and follow up on tax refunds.	● Complete timely tax refunds and returns.
D5. Compile and timely submit all statutory returns (Income Tax; Provisional Tax).	
D6. Assist with matters related to internal controls, identifying of, and mitigating of risks as required to protect income and operations from a financial perspective.	● Timeous risk identification.
D7. Load weekly payments on the E-bank.	● Increased efficiencies.

D8.	Manage the balance sheets and profit/loss statements as per laid down standards. Follow up on deviations and escalate to Manager as required.	
D9.	Secure financial information by completing database backup.	
D10.	Maintain accounting controls by preparing and recommending policies and procedures.	

APPROVAL			
COMPLETED BY: (incumbent / line manager/s / subject expert)			
Name	Designation	Signature	Date
APPROVED: (1 st and 2 nd Line Manager and HC)			
Name	Designation	Signature	Date Approved

This document requires an update whenever a change in content occurs. Once this document is signed, place one paper copy on the job holder's personal file and forward an electronic copy to the Manager: Human Resources (or his nominated representative) for process monitoring and update purposes.