

Financial and Management Accountant

An opportunity has become available in our dedicated and process orientated Finance team. The purpose of this role is to support the Financial Manager in processing month end journals, preparing month end reconciliations and supporting the business, with a high primary focus on inventory and costing.

This position is best suited for an energetic and approachable individual who demonstrates professionalism and is able to collaborate with people at all levels of the organisation. If you are a person who takes initiative and has no hesitation to roll up your sleeves, walk the production floor to understand and achieve accurate costing, then this role is perfect for you.

As a Financial and Management Accountant, you will oversee and manage a creditors and accounts clerk. As a broader team member you will fulfil our internal mantra of collaboration, respect, openness, clear communication and it goes without saying . . . *fulfilling our business goals.*

A guideline of you daily tasks will include:

Key Performance Areas (including but not limited to):

Inventory/Costing

- Process job costing for all fibre line (Raw Material) and non-woven lines (Finished Goods) production jobs
- Ensure all stock marking is complete every Thursday, so that stock costing can be updated
- Stock costing run every Thursday
- Review bill of materials
- Review costing variances & margin
- Update inventory costs and rates (Monthly)
- Management of stock counts
- Reconcile and maintain stock reports on a monthly basis
- Valuation and analysis of slow moving stock

Financial Accounting

- Assist with budget and forecast preparation
- Internal Control according to Group guidelines
- Supervise the accounting and creditor clerks
- Fill out credit applications
- Authorise beneficiary details on the banking system
- Authorise payments (local and foreign) with the Financial Manager
- Maintain the fixed asset register
- Provide backup assistance to the credit controller
- Process payroll journals into the accounting system
- Monthly submission of the VAT201/EMP201
- Monthly review of bank reconciliations for the two main bank accounts (cheque and enterprise)
- Monthly reconciliation of balance sheet accounts, including, but not limited to:
 - Assets

- Trade debtors
- Deposits
- Trade creditors
- Prepayments
- Accruals
- Vat
- Long term and short term loans
- Petty cash
- Bank accounts (CFC and Call)
- Monthly analysis of transport expenses
- Monthly credit note report
- Monthly analysis of capex expenditure
- Monthly reconciliation of sales general ledger to sales ledger (Targit report)
- Update of energy/water consumption report
- Update of exchange rate weekly movements
- Monthly review of the creditors age analysis, which includes investigation of old balances and debit balances
- Ensure all the above documentation is easily accessible and filed methodically
- Escalate any matters of concern with regards to the above duties to financial manager
- Compliance with business processes and policies
- Backup for finance and admin team members on specific tasks as requested by management
- Liaise with all types of auditors on areas of responsibility ensuring all documents are provided to the auditors on time
- Any other tasks reasonably required by management

Qualifications and Experience

- Bachelor of Commerce (Accounting) degree
- Articles experience is advantageous
- Approximately 5 years working experience in a similar environment
- Good working knowledge of MS Excel and MS Word
- Good working knowledge of ERP or accounting systems

Our ideal candidate

You are someone who thinks analytically, gives utmost importance to deadlines and consistently delivers on time, with a high level of accuracy. You understand the story in the numbers and are able to articulate this story with ease to top/senior management. You do this naturally, both verbally and in the form of preparing reports.

Likewise, you are able to adapt to the diversity of the environment and adjust your communication accordingly, making you approachable and collaborative to gain clarity and buy-in of finance processes and requirements that, are aligned to business goals.

You have advanced working experience and knowledge with Microsoft excel and are able to do weird and wonderful things with spreadsheets.

The Financial Manager can rely on your organisational skills to hold the fort and lead the team during high activity and pressured timelines.

Working under pressure keeps you alive and the understanding and knack of working with auditors is involuntary to you. Preferably, you reside in Hammarsdale/Cato Ridge/Pinetown/Kloof or Hillcrest area and have reliable transport.

More about us

We are business that continuously strives to improve. Change, growth and development is our only constant. We do this by remaining open to each other through curiosity, support, understanding and encouragement. As a team, we envision to be each other's greatest cheerleaders. We prefer to unlock and enable individual strengths, with an aim to have our people activated to be, the best version of themselves. Thereon we watch the possibilities unfold as we strive to uphold our global motto of "Results are created by People".

Are you keen on joining a team that contributes to global success? Please go ahead and apply. Our People Department will take it from there. All the best!

Email CV's to: jobfsa@fibertex.com

Closing Date: 08 November 2024