

Job Description

Job Title	Group Accountant
Department	Administration
Job Grade	C3 (Middle Management)
Salary Band	Negotiable Basic salary dependent on experience and qualification
Reporting To	Finance Manager
Date Agreed	September 2012
Job Description compiled by	Finance Director
Control Over	Trade Creditors Clerks (3 individuals)
Levels of Authority	FNB online banking password holder. SARS
Main Purpose of Job	Effective control of Creditors Clerk
Qualification Specification	B. Comm or similar qualification.

Role Overview:

To inspect and prepare monthly reconciliations to ensure that all accounting transactions are processed accurately and timeously. To prepare management and financial accounts for the



Tavcor Motor Group and associate companies for review by the financial director. To direct, supervise and review work performed by sub-ordinates.

<u>Key Performance Indicators - K.P.I</u> <u>(Performance outcome)</u>	<u>Measurement</u> <u>(How will performance outcome be achieved)</u>
1. Effective management of Creditors Clerk	<ul style="list-style-type: none"> • Direct, Supervise, Review the work of Trade Creditors Clerks ○ Review and authorise all Trade Creditors reconciliations by 20th of every month ○ Ensure that payment on recon balances to month end run by 25th of every month ○ Ensuring all queries are dealt with effectively before purchase ledger closes on the 7th of every month
2. Effective Month end administration & Reconciliation of accounts	<ul style="list-style-type: none"> • Reconcile balance sheet accounts to be completed by the 20th, highlighting possible errors to Financial Manager and have recon signed off before putting in recon file • Review provisional set of management accounts prepared for processing errors, large variances to budget and illogical results and correct. • Respond to all queries from Operational Manager and Directors timeously. • Ensuring all intercompany transactions has been accounted for and the loan accounts balance. • Ensuring all monthly reports is completed for Sewell's submissions by 7th working day. • Complete Service Metric report for Service Manager on the 3rd working day. • Complete Service report for monthly meeting and highlight any queries to Service Manager • Check and sign off Service commissions by the 5th working day and hand to Financial Manager for final sign off.
3. Processing of EFT's & Cheque Payments	<ul style="list-style-type: none"> • Authorize EFT payments daily as password holder on inspection of source documents and agreeing the customer/suppliers bank account details.
4. Aftersales Monthly Reconciliations	<ul style="list-style-type: none"> • Review & match all sublet stock, ensuring supplier invoices has been received timeously and processed monthly • Review work in progress outstanding monthly & follow up with operating manager or highlight to Finance Manager and Financial Director. • Reconcile Recon Labour Reserve account and highlight



	to Director whether provision is sufficient.
5. Bank Reconciliation's	<ul style="list-style-type: none"> • Complete all company bank recons timeously by the 5th working day of every month. • Matching transactions on bank statement to company ledger. • Ensuring that funds deposited has been accounted for. • Ensuring that any queries/errors have been corrected • Ensuring that all month end deposits and cheques have been put through the bank in the following month.
6. Procurement (BEE)	<ul style="list-style-type: none"> • Keep updated list of all BEE suppliers with total amount spent monthly. • Ensure that update BEE Certificates are kept on file for audit purposes. • Ensure that the procurement policy is adhered to. • Prepare audit file for BEE Audit and forward to HR Manager every year.
7. General Backup	<ul style="list-style-type: none"> • Assist senior accountant when necessary. • Coach and assist all staff when they require assistance. • Perform stand in duties for staff sick or on leave as directed by senior accountant.

Computer literacy:-

- Microsoft Office – Word and Excel
- Partner Net
- Internet and e-mail
- Kerridge

I declare that I fully understand and am in accordance with the above as set out and will abide and work accordingly.

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Employee Signature

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Date

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Employer's Signature

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Date



