

**KINDLY NOTE:**

All applications should be made via email to [za\\_recruitment@jcdecaux.com](mailto:za_recruitment@jcdecaux.com) and state the position in the subject line. The company is under no obligation to fill these positions, should you not receive any correspondence within two weeks of applying, please consider your application as unsuccessful.

**We have 2 positions available.**

1. 2X Accountants - page 2

## **1. Job Title: Accountant – Africa**

### **Are you ready for the next step in your Career?**

#### **Qualifications and Experience**

- B Comm. graduate with relevant Degree in Accounting
- At least five years' experience in an Accountant position
- Must be computer literate with strong Excel skills
- Portuguese speaking will be advantageous
- Must have experience in dealing with foreign currencies

#### **Roles and Responsibilities**

- Support to the Financial Manager - Africa for the business units
- Preparation of annual budgets and revised forecasts for the business units
- Preparation for monthly financial review meetings and coordination of follow-up on action points arising
- Maintain general ledger, including preparing journal entries, coding invoices, payroll entries, accounts analysis and general ledger reconciliations. Co-ordinate month end close off, setting up new accounts
- Year – end and Month-end reporting
- Assist outside auditors at year-end including preparation of schedules, invoices, and explaining supporting materials and procedures
- Handling and controlling of all appropriate tax forms and reports with government agencies e.g. VAT, PAYE, Municipal Levies, etc
- Update records for fixed assets register and all other financial documents as necessary
- Implement any necessary controls
- Prepare monthly financial statements to include preparing monthly balance sheet, income statement, report on changes in financial position/budget variances
- Drafting of annual financials statements in accordance with international accounting standards
- Research relevant country tax law and company law requirements

#### **Attributes and Skills**

- Strong Personality
- Ability to meet deadlines
- Good organisational skills
- Attention to detail
- Disciplined, pro-active and flexible