

GREAT PLAINS

CONSERVING AND EXPANDING NATURAL HABITATS

VACANCY

Job Title: Assistant Accountant
Reports To: Finance Manager - Maun
Function: Finance department - Maun

PURPOSE

The Assistant Accountant is to ensure that the operational controls governing the management of stock are effective and that optimization of working capital management is achieved. The role requires the development of an independent relationship with camp managers and camp administration personnel. They are to make sure that all the information needed to record sundry income transactions is available or availed with the timely receiving of reports on all categories.

As a member of the Finance team, this role is responsible for ensuring that all the financial affairs of the companies are conducted to the highest standards of honesty and integrity. High ethical standards are necessary to maintain both competitive advantage and the pride and confidence of our associates, and to provide quality products and services to customers and clients.

KEY DUTIES AND RESPONSIBILITIES

1. Stock control and management

- Implement and manage control systems to ensure that there are regular, consistent inventory counts and cut off procedures are effective to ensure accuracy of monthly management reporting. This entails all inventories managed within the business.
- Liaise with the Finance Manager in ensuring that the routine standard operating procedures for the counting of stocks are current and in place.
- Assess the costing of inventories and ensure that there are systems in place to highlight any unusual or significant variances in underlying costings to enable immediate addressing.
- Plan and do ad hoc spot checks on various inventory counts.
- Reconcile and resolve any differences from the stock sheets with the relevant Camp Managers. Reconcile fuel stock sheets and purchases to the respective control accounts.
- Identify and highlight any instances of stock control deficiencies, discrepancies and investigate these with the appropriate operational managers. In instances of stock loss this must be brought to the immediate attention of the Finance Manager so that appropriate action can be taken.
- Compile the stock summary with accurate valuations and prepare the monthly stock journals.
- Upload the journals into Pastel and get them approved before updating.
- Review general ledger accounts and address any issues on the expense and inventory accounts.
- Identify and highlight instances of over-ordering or over-stocking from the supplier invoices and inventory counts.
- Identify stock in transit monthly and reallocate them, to reflect only stocks received in camp.
- Quarterly assess curio inventory for slow moving items for the following purposes.
- To highlight these to the operational management so that decisions can be taken to address the age of stocks and to liquidate these.
- If required to calculate and stock holding provisions required.

2. Cash-up Processing

- Ensure timely submission of weekly cash-up returns by Boutique staff and spa therapist.
- Compiling and updating weekly receipts of flights and other extras

paid in camp schedule for the Senior Accountant to update the Debtor receipt Deposit Listing.

- Processing of weekly camp curio sales and spa sales on Pastel monthly.
- Providing support to Boutique Managers, on Pastel where necessary.
- Provide the Senior Accountant and the Assistant Finance Manager with information that relates to consignments sales to be able to process the supplier payments.
- Ensure that commission claimed on SPA sales are on invoiced sales.

3. Reconciliation and analysis of sundry sales

- Reconciliation of sales invoices raised to cash banked, credit card deposit amounts and resolving discrepancies with the camp managers. Follow up on any unpaid balances and bring these to the attention of the Finance Manager if not banked within seven days of the transaction date.
- Analysing curio sales profit margins per line item and per camp and highlighting any abnormalities in the margins realised to the Finance Manager so that these can be cleared with camp managers.
- Preparation of customer journals to correct mis-postings, reallocation of funds/ invoices and submit to the Finance Manager for authorization and approval.

4. Intercompany loan accounts

- Process any intercompany transactions between any group entity. Ensure that intercompany transactions are fully processed on each company.
- Ensure that the intercompany accounts are in balance, reconciling items identified timeously and resolved.

5. General

- Maintain proper filing systems to ensure that source documents are readily available for reference.
- Provide support to the Assistant Finance Manager where necessary.

6. Any other reasonable task as instructed by the Assistant Finance Manager and the Finance Manager.

Qualification:

Degree in accounting/ Part qualified in ACCA/ CIMA/BICA

Registered or eligible to register as a member of BICA

Experience: 2-5 years' work experience

Competencies:

- Problem solving
- Analytical skills
- Interpersonal skills
- Team player

email your applications to:

gee.moalosi@greatplainsconservation.com and cc omphemetse@greatplainsconservation.com and only shortlisted candidates will be contacted

Closing date : 14 August 2023