

ACCOUNTANT



We are looking for a dynamic and ambitious Accountant, who is well-versed in accounting principles and comfortable working with numbers in great detail, to provide support to our financial department through the management of daily accounting tasks.

Main Job Tasks, Duties and Responsibilities

- Recording day to day transactions such as creditors, debtors, cash and credit card expenses
- Competent in Drafting Monthly Management Accounts for multiple entities
- Complete general ledger operations
- Closings and preparation of monthly financial statements
- Drawing up of monthly financial reports
- Preparing analysis of accounts as requested
- Assisting with year-end closings
- Administering of accounts receivable and accounts payable
- Preparing tax computations and returns
- Aiding with payroll administration
- Monthly Statutory returns to SARS (VAT 201,EMP201/501)
- Monitoring and resolving bank issues
- Assisting in the preparation and coordination of the audit process
- Cash flow forecast and budgeting
- Assist with compilation of intercompany invoicing
- Financial planning
- Implementing and maintaining internal financial controls and procedures
- Maintain statutory records, registers and related documents
- Accurate filing and archiving

Key Skills and Competencies

- A keen attention to detail and accuracy
- Able to plan and organise
- Deadline-driven
- Scheduling and monitoring
- Excellent communication skills
- Problem analysis and problem-solving skills
- Adaptable to work individually or as part of a team
- Trustworthy and able to maintain confidentiality
- Excellent organizing abilities
- High proficiency with numbers and figures and an analytical acumen with IT understanding

Required Education and Experience

- BCom Degree, majoring in accounting (non-negotiable)
- Proven 2 years' experience as a senior bookkeeper/accountant
- Superb understanding of accounting and financial reporting principles and practices
- Proficient in all Statutory returns for SARS
- Experience in Drafting Consolidated figures for a group of countries
- Knowledge of Foreign / Cross border transactions
- Working experience in Xero accounting package (preferably but not essential)

More about our company

Remote Exploration Services has a distinguished track record in the mineral exploration industry, both locally and internationally. With our offices in Cape Town and a dedicated team of scientists across Africa, we pride ourselves on our hardworking and diverse culture. Guided by our motto, "whatever it takes, we'll get the job done," we strive for excellence in all our projects. When the hard work is done, we like to have fun and play hard too.