

Junior Accountant: Incubation Centre's (IC) – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn, Gauteng

The Supplier Park Development Company (SOC) Ltd trading as AIDC is a Government owned, public entity company established to provide support to the SA Automotive Industry in its drive for global competitiveness. It is a dynamic company that offers exciting career opportunities. The AIDC's success hinges on its human capital, and in the pursuit to realise its strategic objectives, the AIDC aims to recruit a **Junior Accountant: Incubation Centres (IC)** in a **permanent contract** position with three months' probation. The successful candidate will report directly to the **Senior Accountant**.

POSITION : **Junior Accountant: IC X2**
PERIOD : **Permanent Contract**
LOCATION : **AIDC and Incubation Centres**
ADVERT REF NO : **2021/11 - 6**
DEPARTMENT : **Finance**
TCOE : **R 321 814,45 per annum**
JOB GRADE : **C2**

CURRENT JOB TITLE	Junior Accountant (Incubation Centre)	JOB GRADE	C2
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Finance		
DATE REVIEWED	08/2021		
LOCATION	Incubation Centres and AIDC		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
Provide shared financial services to the Incubatee companies by -- Performing routine accounting functions such as processing of invoices, journals and completion of statutory returns; reconciling debtors/creditors, bank account capturing and reconciliations, debtors age analyses and Balance Sheet; preparing financial reports; monitoring purchase orders; assist with procurement information reporting, updating asset register and preparing for year-end audits; coaching and mentoring incubatees on finance processes.			

POSITION IN THE ORGANISATION	
2ND LINE MANAGER (2ND LEVEL)	Operational Finance Manager
1ST LINE MANAGER (1ST LEVEL)	Senior Accountant IC
POSITION	Junior Accountant (Incubation Centre)
SUBORDINATE (1ST LEVEL)	
SUBORDINATE (2ND LEVEL)	
SUBORDINATE POSITIONS	
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>	
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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
1. Reports for Incubatee Companies <ul style="list-style-type: none"> • Assist with the preparation of documentation for: <ul style="list-style-type: none"> ➤ Annual audits ➤ Annual financial statements ➤ Cash-flow forecasts ➤ Review Debtors Invoices and submit to Incubatee and then to Senior Accountant for Approval • Monthly management reports <ul style="list-style-type: none"> ➤ Perform variance analysis of actual to budgeted figures and report to management on a monthly basis • Reconciliation reports <ul style="list-style-type: none"> ➤ Maintain authorized reconciliations for balance sheet accounts 	30%
2. Financial support <ul style="list-style-type: none"> • Maintains, prepares and provides accurate financial records and reports for information, auditing and operational use; • Prepares month-end accounting entries and accruals; • Preparation and Payment of creditors/Vendors/Suppliers/Salaries and Wages • Analyses, reconcile, balance and maintain accounting records (Cashbook, Bank account, debtors/creditors, assets, reports and journals) • Extracts data from financial system for analysis and use Excel 	40%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<ul style="list-style-type: none"> • spread sheet to summarize data; • Submits VAT, PAYE, SDL and UIF returns; • Provide guidance and recommendations for areas of improvement • Maintain a corrective action system for finance • Input into risk management • Provide information to Stakeholders and Auditors • Liaise with stakeholders • Maintain and control fixed assets • Maintain authorised reconciliations for balance sheet accounts • Provide support to management on finance and administration related issues • Prompt response to audit queries • Provide information to Stakeholders and Auditors • Coaching and mentoring incubatees on finance processes • Manage Petty Cash and Stock Take for the canteen incubatee 	
<p>3. Maintain Financial Controls</p> <ul style="list-style-type: none"> • Monitor financial procedures to ensure policy compliance • Contribute to establishing internal controls; • Maintain Financial Procedures; • Report on Non-compliance • Recommend corrective action • Maintain a proper audit trail. 	30%
TOTAL	100 %

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • B Com Degree
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • Articles (SAICA/SAIPA)
EXPERIENCE	<ul style="list-style-type: none"> • Only articles

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Accounting	Computer Literacy	Tact
IFRS/PFMA	Communication	Resilient
TAX	Problem solving	Time Management
Accounting systems	Conflict Handling	Attention to detail
BBBEE Act	Interpersonal	Honesty

Preferential Procurement Act	Written communication skills	Ability to work under pressure
Policies and Procedures	Advanced Excel	Integrity
Industry Understanding	Coaching	Sense of Humour

For full details on the above positions, including minimum requirements, qualifications and experience please visit the following respective website – www.ggda.co.za, www.aidc.co.za and www.conhill.org.za.

All enquiries and applications for Constitution to be addressed to recruitment@conhill.org.za. All enquiries and applications for GGDA holdings to be addressed to recruitment@ggda.co.za. All enquiries and applications for AIDC to be addressed to hrrecruitment@aidc.co.za

The closing date for all above positions is the 29th of November 2021 12:00 HRS midday, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted.

“The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant’s or Employee’s Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA”.