

Junior Accountant: Operations – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn/Satellite Sites, 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: Operations** in a **Permanent Employment Contract** position with three months' probation. The successful candidate will report directly to the **Senior Accountant**.

POSITION : **Junior Accountant: Operations**
PERIOD : **Permanent Employment Contract**
LOCATION : **AIDC**
ADVERT REF NO : **2022/10- 29**
DEPARTMENT : **Finance**
TCOE : **R 332 112,51 per annum**
JOB GRADE : **C2**

CURRENT JOB TITLE	Junior Accountant: Operations	JOB GRADE	C2
PROPOSED JOB TITLE	Accountant		
JOB CODE			
DEPARTMENT	Finance		
DATE REVIEWED	12/01/2022		
LOCATION	Rosslyn		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
Perform 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			
POSITION IN THE ORGANISATION			

2ND LINE MANAGER (2ND LEVEL)	Operational Finance Manager
1ST LINE MANAGER (1ST LEVEL)	Senior Accountant
POSITION	Junior Accountant
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>	

1. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<p>1. Reports</p> <ul style="list-style-type: none"> • Assist with the preparation of documentation for: <ul style="list-style-type: none"> • Annual audits • Annual financial statements • Monthly management reports <ul style="list-style-type: none"> • Aging Reports of actual to budgeted figures and report to management on a monthly basis • ESDA Reporting • Input to Quarterly reports • Reconciliation reports <ul style="list-style-type: none"> • Maintain authorized reconciliations for balance sheet accounts 	20%
<p>2. Financial support</p> <ul style="list-style-type: none"> • Maintains, prepares and provides accurate financial records and reports for information, auditing and operational use; 	50%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<ul style="list-style-type: none"> • Prepares month-end accounting entries and accruals; • Analyse, 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 spread-sheet to summarize data; • Submits VAT, PAYE, SDL and UIF returns for ESDA; • Input into financial risk management • Provide guidance and recommendations for areas of improvement • Liaise with Tenants and Clients • Maintain authorised reconciliations for balance sheet accounts • Provide support to management on finance and administration related issues • Prompt response to audit queries 	
<p>3. Maintain Financial Controls</p> <ul style="list-style-type: none"> • Monitor financial procedures to ensure policy compliance • Contribute to establishing internal controls; • Report on Non-compliance • Recommend corrective action • Maintain a proper audit trail. 	<p>30%</p>
<p>TOTAL</p>	<p>100 %</p>

2. JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> Diploma in Accounting
TECHNICAL/ LEGAL CERTIFICATION	
EXPERIENCE	<ul style="list-style-type: none"> 2 years Relevant experience in financial environment

3. COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Accounting	Computer Literacy	Diplomacy
IFRS/GRAP	Communication	Resilient
TAX	Problem solving	Time Management
Accounting systems	Conflict Handling	Attention to detail
BBBEE Act	Inter personal	Honesty
Preferential Procurement Act	Written communication skills	Ability to work under pressure
Policies and Procedures	Negotiating terms	Integrity
PFMA	Numeracy	Sense of Humour

4. OTHER SPECIAL REQUIREMENTS

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For full details on the above positions, including minimum requirements, qualifications and experience please visit the following respective website www.aidc.co.za. Applications should be addressed to hrrecruitment@aidc.co.za.

Applications: All applications must be submitted and accompanied by curriculum vitae with contactable references, certified copies of qualifications and identity documents.

The closing date for all above positions is the **06 June 2022 12:00HRS 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".