



JOB PROFILE

SECTION A: JOB TITLE AND INFORMATION SECTION

A.1 POST IDENTIFICATION	
1. Municipality	Joburg Property Company
2. Post Title	JPC Accountant
3. Number of Posts	1
4. Job Grade	7
5. Date Grade Authorised	
6. Post Identification No/s	
Name of Incumbent(s) and Service Numbers:	

A.2 LOCATION OF POST	
The departments or service units and sub divisions within which the post or posts are located. Use the terminology used in your municipality	
Department	Finance
Division or Section	Finance
Branch or Sub-Section	Johannesburg Property Company

A.3 SURROUNDING POSTS	
Immediate Superior	
Job Title	Post Identification No.
1. Financial Manager	
Immediate Subordinates	
Job Title(s):	Post Identification No (s).
1.Management Accounting	
2.Credit Clerk	
3.Debtors Clerk	

SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST

B.1 JOB PURPOSE
To provide financials that represent a coherent picture of the company books with analysis of the variances with budget. To be responsible for the financial accounting for JPC to report the various entities' results to the board. Maintenance of records, handling queries and develop staff

B.2 DUTIES OF THE POST		
NO.	DUTIES/TASKS (What, How and Why)	FREQUENCY %
1.	Accounts Payable <ul style="list-style-type: none">• Accurately record expenses and creditors in the correct period and general ledger accounts• Account for payables transactions in accordance with the relevant GRAP, MFMA and IFRS standards• Review and sign off creditors reconciliations prior to payment for completeness of documentation and accuracy• Action all payments to suppliers within 30 days of receiving the invoices• Prepare and submit weekly cash forecasts for payment of suppliers• Review suppliers and account for accruals, where necessary• Review/prepare any journals related to accounts payable• Maintenance of creditors ledger	40
2.	Accounts Receivable <ul style="list-style-type: none">• Review revenue and debtors are accounted for in the correct period• Coordinate the debtors run for the closure of each reporting month• Ensure all invoices related to the subsidy and intercompany monies are billed timeously• Record and reconcile all commissions due• Review/prepare any journals related to accounts payable	10
3.	Financial Reporting <ul style="list-style-type: none">• Maintain a valid and accurate general ledger• Review/prepare journals required for the maintenance of the general ledger• Review general ledger for misallocations and correct accordingly• Assist in the preparation of monthly and annual financial statements• Ensure all transactions are compliant with the relevant GRAP and IFRS standards as well as Tax legislation• Ensure all transactions are accounted for timeously to facilitate monthly, quarterly and annual reporting• Ensure maintenance of all records related to the general ledger	25

4.	Audit <ul style="list-style-type: none"> Assisting the Financial Manager in ensuring that all requirements, policies, and procedures as well as legislation is adhered to for auditing purpose Prepare year end audit files with associated schedules Assist in query resolution of financial year end and interim audits (internal and external) Review information requested from auditors prior to submission to Financial Manager 	10
5.	Statutory submissions <ul style="list-style-type: none"> Complete and submit ad hoc CoJ and Treasury requests Complete and submit OSA Template to CoJ by the 5th working day of each subsequent reporting month Complete and submit NT Template to CoJ by the 5th working day of each subsequent reporting month Complete and submit monthly budget-to-actual variance report to CoJ by the 5th working day of each subsequent reporting month Prepare/review VAT schedules for submission of the monthly VAT201 Prepare reconciliations related to the GL accounts for VAT Complete and submit VAT201 Assist in the preparation on annual income tax returns Communicate with SARS over various VAT and tax queries 	15

B.3 AUTHORITY OF THE POST

This outlines the authority the job holder has to make decisions or to take independent action without reference to a superior. Limits of authority may also be included (e.g. not permitted to...)

1.	Acts as an individual contributor to JPC, thus indirect impact in terms of budgets for JPC
2.	This job is subject to practices & procedures with clear precedents & defined policies
3.	Not permitted to have full line management of staff, only act as supervisor
4.	Financial Manager has to approve payments, JPC Accountant is not permitted to
5.	Role is regulated in terms of the Municipal Financial Act (MFA) and relevant legislation/stds
6.	Cash flow reporting and ad hoc information is required by the Financial Manager and provided by JPC Accountant

SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities

C.1 ESSENTIAL REQUIREMENTS OF THE POST State the minimum educational, qualifications and experience that are required to perform the job competently.	
Qualification	Bachelor of Commerce in Accounting or similar
Reasons for essential qualification	The incumbent will be responsible for compiling high quality financial information about business to help company managers and stakeholders make sound business and financial decisions.
Experience	4-6 years' experience Strong Excel skills Completed articles or minimum 3 years audit experience

C.2 ALTERNATIVE REQUIREMENTS OF THE POST	
Qualification	Bachelor of Commerce in Accounting or similar
Reasons for preferred qualification	The incumbent will be responsible for compiling high quality financial information about business to help company managers and stakeholders make sound business and financial decisions.
Experience	3-5 years' experience Excel skills Minimum 3 years audit experience

C.3 PHYSICAL/MENTAL REQUIREMENTS OF THE POST (Only where directly relevant to the performance of the job)	
1.	Must be able to hear
2.	Must be able to see
3.	Must be able to communicate proficiently (English- language of business globally & locally)
4.	Preferable to be in a healthy state of mind

C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)	
1.	Integrity
2.	Customer Service Orientation
3.	Attention to Detail
4.	Intrinsically motivated
5.	Conceptual & Analytical Thinking
6.	Personable