

The Finance team has a vacancy for:

Assistant Accountant

Futuregrowth, South Africa's leading fixed-income asset manager, has an opportunity for an Assistant Accountant in the Finance Team. Candidates should be passionate about finance, and have relevant experience and skills – including strong communication & interpersonal skills, be highly organized and adaptable. Candidates should be able to work closely within a team and be willing to assist a team of Financial Professionals in delivering on various team requirements. We are looking for candidates who are seeking a rewarding career as an Assistant Accountant, and have a strong ethical base. Futuregrowth is committed to transformation, and preference will be given to suitably qualified previously disadvantaged candidates. The position is based in Cape Town.

Purpose:

The incumbent's role would be to assist the financial accountant in performing her duties and basically be able to perform the full accounting function up to the finalization of the Annual Financial Statements (AFS).

Customers:

- Fixed Interest Team
- EXCO
- Personal Assistants
- Business Development
- Operations
- IT
- HR
- External Clients

Key Objectives:

1. Implement and maintain sound processes within the financial and reporting environment

- Maintain sound processes and controls

2. Income statement and balance sheet management

- Ensure that income and expenses are valid, accurate and complete, paid and received timeously and develop an understanding of these items
- Assist with Monthly journals that they are prepared accurately and timeously and includes supporting documentation
- Income statement, balance sheet and creditor reconciliations performed accurately, timeously and reconciling items are investigated and cleared
- Assist with Fixed assets are correctly allocated to accounts and captured timeously. The Register is maintained and kept up to date
- Bank and petty cash reconciliations and journals are passed timeously and accurately

3. Payments

Assist with invoices and documents are correctly prepped for payment. Supporting documents are valid and accurate. Payment is made timeously. All documentation is correctly filed and labelled

4. Governance: Regulatory and Tax

Assist with the preparation and payment of various taxes

5. Receipts

Assist with timeous receipt of cash and supporting documents are valid and accurate.

6. Reports

Assist with Monthly financial reporting, BEE report, annual-AFS

7. Ad Hoc requests / discretionary

Deal with Ad Hoc request as and when they arise. Including finding savings where possible

TECHNICAL COMPETENCIES & KNOWLEDGE:

- Bcom accounting, preferable Bcom Hounours / Bsc in accounting
- Experience in an asset management environment (advantageous)
- MS Office package – must be competent to an advanced level Excel
- Experience in a similar role required
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Competencies:

- Excellent planning & organization skills
- Strong work ethic
- Ability to effectively multi-task, self-manage and take initiative
- Reliable, responsive, resourceful and professional
- Effective time management skills
- Strong problem-solving skills with a can-do attitude
- Ability to confidently engage at all levels and amongst a diverse group of people
- Ability to effectively prioritise workload
- Service orientated
- Analytical thinking
- Attention to detail
- Decision-making and judgement
- Displaying drive, purpose and initiative
- Collaboration and teamwork
- Assertiveness
- Ability to work under pressure and to tight deadlines
- Excellent communication skills
- Integrity
- Learning agility (curiosity and willingness to learn)
- Adaptability

Closing date: TBC