



We are hiring!
Job description:



Job title	Accountant
Physical location of position	Olivedale, Johannesburg
Position of reporting manager	Chief Financial Officer
Company Culture	At SmokeCI, we believe that people matter, because behind every successful business are loyal customers and engaged employees that should be understood. Our aim is to make sure that our clients know the right things so they can make the right decisions for the people who matter most to their businesses. Our culture is a defining characteristic of who we are. It is in our DNA and determines how we engage with each other and our clients. It guides, motivates and inspires us and facilitates in creating a fun, happy and rewarding work environment. It is thus extremely important that everyone fully understands, embodies and lives by our values. These values are detailed in our Mantras. SmokeCI is an equal opportunity employer and is committed to diversity and inclusion in the workplace. We encourage applications from all qualified individuals regardless of race, ethnicity, religion, gender, sexual orientation, age, or disability.
Purpose of the job	The accountant is responsible for processing and maintaining financial records and business transactions, bank reconciliations, balance sheet reconciliations, reconciling vendor accounts and ad hoc duties as required.
Salary & Benefits	• Market-related TCTC per month – Based on skills and qualifications of candidate. • Financial Benefits: Funeral, Death and Disability Policy (Group Life Policy)

	• Other Benefits: ○ 15 Days annual leave per annum. ○ Additional 'gifted' annual leave days during our annual shut-down over the December – January period. ○ Company social committee managed by the staff to decide how we do social events and team building – driving our really amazing Company culture. ○ Close-knit professional team that looks after each other ○ Training and development budget & study leave.
Job responsibilities	A broad variety of bookkeeping and accounting tasks including: • Maintaining financial records according to IFRS principles, including the preparation of journal entries, asset depreciation schedules, accounts payable, cash management, and reconciliation of bank statements and other general ledger accounts. • Ability to reconcile intercompany accounts across multiple currencies. • Applying strong accounting skills, including accounts payable, accounts receivable, journal entries, and all bookkeeping through financial statement preparation. • Participating in activities needed to support the management functions of the team. Account Receivable: • Assisting Sales Operations with ad hoc queries/tasks • Allocating Client receipts to invoices Account Payable: • Onboarding and maintenance of supplier details. • Processing of all invoices and credit notes received from suppliers. • Obtain and capture completed supplier documents. • Obtain and file all relevant supplier documents. • Perform monthly and ad-hoc creditor reconciliations. • Prepare payment advice as necessary. • Maintain the creditors age analysis. Banking and Cash Management:

	• Administration of all bank accounts. • Prepare weekly payment packs • Ensure internal approval of payments in accordance with relevant mandates on behalf of the company, monitoring accurate information recorded on the payment documents. • Assist in forecasting cash flow positions, related borrowing needs and available funds for investment. • Maintain banking relationships as relevant. • Reconcile bank and investment account transactions daily on the accounting system. • Perform monthly bank reconciliations. Compliance and Governance: • Assist in the preparation of VAT & EMP201's • Preparation of calculations • Assistance with SARS queries/correspondence • Maintain a working knowledge of relevant IFRS, tax and other fields of expertise. • Keep updated with relevant legislation and regulations. • Ensure compliance to applicable company policies and procedures, legislation, accounting, and tax requirements. External Audit: • Prepare all relevant supporting information for the annual external audit and liaise with the external auditors as necessary. Clerical: • Maintaining files and archiving records. • Contacting and maintaining relationships with vendors. • Administrative support as required.
Required Skills/Abilities	• Strong knowledge of bookkeeping and accounting practices and procedures • Solid analytical and decision-making skills • Strong focus on execution and how activities impact on business outcomes • Action-orientated • Excellent stakeholder management skills • Strong interpersonal skills

	• Highly resourceful team-player, with the ability to also be extremely effective independently with little supervision (well-organised) • Ability to prioritise and coordinate multiple and competing work demands • Meticulous, impeccable level of attention to detail • Ability to work effectively under pressure and to tight deadlines • Excellent verbal and written communication skills (able to communicate concisely and clearly) • High level of integrity, trustworthiness and loyalty • Highly motivated • Adaptable • Self-starter • Willingness to learn • Ability to work across multiple companies and currencies
Experience & knowledge required	• 3 years' experience in a similar role • High proficiency in MS Excel (Vlookups and Pivot tables) and PowerPoint • Proficiency in Xero accounting software (advantageous)
Minimum qualification	• Accounting diploma or similar (preferred)