

POSITION: PROFESSIONAL ACCOUNTANT

Confiance Accountants, Tax and Legal Consultants (Pty) Ltd is looking for a Professional Accountant to join the team in Bellville, Cape Town.

As a Professional Accountant your duties and responsibilities will include:

- COIDA & UIF registrations and submissions
- Monthly payroll schedules, reconciliations and EMP201 submissions for clients
- Bi-annual / annual EMP501 reconciliations for clients
- Processing and reconciling bank statements, debtors and creditors for clients
- VAT reconciliations, submissions and credit pushes for clients
- Compiling and reviewing monthly management accounts for clients
- Assist in the preparation of presentation reports for client meetings
- Calculation of tax obligations of clients (including provisional tax, DWT, donations tax)
- Drafting, reviewing and assisting with annual financial statements for individuals, companies and trusts
- Submissions of IT14SD and other tax returns, including DWT, for clients
- Ensure quality control & integrity of all financial transactions, compliance and financial reporting
- Training, assisting and overseeing clerks / trainee accountants
- Being client and client support staff liaison
- Any ad hoc duties or assistance

Requirements:

- SAIPA Professional Accountant
- Relevant BCom Financial Accountant (or equivalent) degree
- Post-articles experience as a SAIPA accountant will be beneficial
- Honesty and professional integrity
- Proactive and have good management, communication and interpersonal skills
- Ability to multi-task and attention to detail
- Focused, detail oriented and deadline driven
- Working knowledge of CaseWare, Xero, Pastel, Excel, Word and IFRS for SME's
- Proficient in English and the ability to communicate effectively
- Experience in processing with Xero will be beneficial
- Tax practitioner registration will be beneficial

Salary: Market-related

How to apply:

We invite all suitably experienced applicants to send a concise CV and cover letter to christine.schreuder@confiance.co.za with the subject heading "**APPLICATION: PROFESSIONAL ACCOUNTANT.**"

If you do not hear from us within 3 weeks of your application, please consider your application unsuccessful.