

SOUTH AFRICA

Inanda Greens Business Park, Block A,
98 Albertyn Avenue, Sandton 2196

| contact-za@capago.eu
| +27 (0) 87 231 0313

CAPAGO General Accountant

CAREER OPPORTUNITY: General Accountant

Capago is in search of a dynamic, innovative, self motivated and diligent General Accountant to join their international accounting team. The general Accountant has a principal mission to ensure control of all major accounts related duties in the company.

The following will be required of the General Accountant

RESPONSIBILITIES & DUTIES

The duties and responsibilities of the General Accountant are as follows:

- Control and reconciliation of all sales invoices in all branches as per the bank accounts and ensure there are no duplications.
- Responsible for processing refunds to clients
- Prepare and do all statutory returns (VAT, EMP201, etc)
- Record salaries related transactions
- Process bank reconciliations for all banks of the branches
- Prepare weekly cash flow for all branches
- Reconcile balance sheet accounts
- manage and oversee all finance and Admin related requests sent by remote branches via phone and email from all branches.

SKILLS

The skills required for the General Accountant are as follows:

- Accounting diploma/degree or equivalent
- Ability to exercise accuracy, pay attention to detail, caution and keep sensitive information confidential
- Excellent written and spoken French and English language skills;
- Ability to work under pressure and still maintain a very professional attitude
- Be very professional in dealing with clients and or suppliers
- Knowledge of ERP5, an advantage.
- Knowledge of Microsoft Office Applications - (esp Excel)
- Ability to multitask
- Ability to work autonomously and without constant supervision
- Timeous and work with deadlines ie - preparation of closing off monthly accounts

PROFESSIONAL EXPERIENCE

The General Accountant must have the following:

- At least 2-3 years proven experience in a similar role

EDUCATIONAL QUALIFICATIONS

The educational qualifications for the The General Accountant post are as follows:

- Degree or Diploma in a relevant field

COMPETENCIES THAT ARE AN ADDED ADVANTAGE

The following competencies are an extra advantage:

- Proficiency in French and English languages;

A competitive, negotiable salary will be offered depending on experience. Please send **a motivation letter, CV and all educational certificates** to the email addresses listed below if you are interested in this position:

dgovender@capago.eu

Please put your name + the position you applied for as the subject of your email.

NB.: Only shortlisted candidates will be contacted for an interview invitation. Please send before the 30th July 2021. Please note that you will need a clear police clearance record to be considered as a candidate.