



Kiarah ChemTM

Manufactures Of Industrial & Hygiene Cleaning Chemicals



WE ARE HIRING



ACCOUNTANT

We are looking for a results-oriented, driven self-starter Accountant to make their mark. We are looking For an Accountant with the following minimum requirements: Qualifications and General:

Salary R40 000 per Month

Requirements:

- Minimum 3 years in an accounting role (Leadership role advantageous)
- Excellent communication skills (Verbal & Non-verbal)
- Must love solving problems
- Must be detail-oriented and willing to learn
- Must be proactive
- Must not be afraid to research issues and present solutions
- SARS and accounting software (PASTEL) experience A MUST
- Proven experience as An Accountant
- Must be computer & internet savvy. Advanced knowledge of Microsoft Office, especially excel
- National Senior Certificate;
- A NQF 7 accredited tertiary qualification in Accounting;
- Own reliable transport;
- A clear criminal record;

Duties and Responsibilities:

- Preparation of VAT returns on Xero accounting software
- File Income tax returns (PAYE, VAT, Income Tax). Preparation and submission of VAT returns per period. Preparation of supporting documents for submission to SARS
- Capturing accounting transactions on Pastel
- COIDA registration and submission of ROE
- PAYE/UIF
- Payroll preparation
- Maintain records and receipts for all daily transactions
- Making journal entries for all receipts, payments, and other financial transactions.
- Filing source documents for all journal entries recorded.
- Posting journal entries to ledger accounts.
- Preparing trial balances.
- Performing bank reconciliations.
- Preparing cash flow statements.
- Ensure financial records are kept up to date
- Contribute to financial audits
- Monitor all bank deposits and payments.
- Preparation of Financial Statements
- Development of a Business Plan and Financial Projections
- Create invoices and email to clients
- Receive inbound calls and re-direct to relevant personnel
- Data Capturing
- Other general administrative tasks

Send Cv And Copies Of Qualifications To

Lab@kiarahchem.com

No Later Than 15 July 2022

Job Type: Fixed term to permanent

Experience:

- Accounting: 3 years (Required)