



STAFF REQUISITION FORM

DIVISION : ELECTRICAL MACHINES

Date : 17-Oct-24

Requested By: <u>M Merry</u>	Job Title: <u>Financial Accountant</u>
Branch / Dept: <u>BS80</u>	Grade: <u>TBC</u>
Reports To: <u>Financial Manager</u> (Job Title)	
Date Vacancy Should Be Filled : <u>ASAP</u>	
Description Of Essential Duties : (Key Performance Areas)	<u>As per attached job description</u>
Specify Any Extraordinary Benefits Attached To This Appointment : (e.g. Company Car) / Car Type Car Scheme	
Suggested Qualifications :	Minimum Bcom Accounting
Experience Required:	Minimum 5 years
Special Requirements:	
Applications to be sent to: <u>mike.merry@actom.co.za</u>	Tel. No: <u>(011) 899 1002</u>
Closing date for applications : 31 January 2025	

Applicants who do not receive an interview invitation should deem their application unsuccessful

SIGNATURE <u></u>	DATE <u>21/10/2024.</u>
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SIGNATURE <u></u>	DATE <u>21.10.2024.</u>
SIGNATURE _____	DATE _____
HUMAN RESOURCES EXECUTIVE (Only if authorised to recruit externally)	

Job Description – Actom Electrical Machines

Title: Financial Accountant

Reports to: Financial Manager

Base at: Actom Electrical Machines, Aberdeen Road, Industrial Sites, Benoni, Accounts Office

Job purpose:

To manage the accounts office responsible for record keeping. To establish and maintain financial and management procedures so as to ensure compliance with regulatory requirements as well as Actom Policies and procedures.

Key responsibilities and accountabilities :

1. Business and financial strategy and planning, monitoring, management and reporting, including management and development of policies, systems, processes and personnel involved.
2. Reporting and accounting as per regulatory and legal requirements including taxation, dividends, annual report and accounts.
3. Financial staff management, motivation, training, recruitment and selection.
4. Contributing to strategic planning and development as a member of executive team, and keeping and distributing notes and records, reports to executive and management team.
5. Company insurance, import/export administration, licencing, contracts and agreements, legal areas and activities, corporate level negotiations (eg premises, plant, trading, acquisitions and divestments, disposals), major supplier/customer/partner relationships, regulatory bodies relationships and strategies, approvals and accreditations.
6. Debtors control with respect to collection of outstanding payments and resolving queries.
7. Review creditors reconciliations to ensure payments are made within the credit terms agreed.
8. Preparation of year end working papers to assist the auditors with the preparation of the annual financial statements.
9. Maintain internal systems of control so as to ensure the safe guarding of company assets

Person profile –Financial Accountant

Personality: Self-driven, results-oriented with a positive outlook, and a clear focus on high quality and business profit. Creative thinker with problem solving abilities. A natural forward planner who critically assesses own performance. Mature, credible, and comfortable in dealing with senior big company executives. Reliable, tolerant, and determined. Empathic communicator, able to see things from the other person's point of view. Well presented and businesslike. Able to get on with others and be a team-player.

Personal Situation: Must be mature and domestically secure. Able to commute reliably to office base. Able to work extended hours on occasions when required. May be striving financially but not desperate or in serious debt. Must have valid driving licence.

Specific Job Skills: Able to communicate and motivate via written media. Minimum of a Bachelors degree with clear understanding of the principles of accounting and reporting. At least 5 years experience in a manufacturing environment. A good knowledge of regulatory compliance procedures is essential. Costing knowledge essential, including standard costing.

Computer skills: Must be adept in use of MS Office, particularly Excel (Advanced) and Word, Internet and email. Knowledge of computer based accounting systems, (Syspro an Advantage).

Literacy and Numeracy: A broad understanding of business and a full understanding of business finance, e.g., gross margin percentages and calculations, depreciation, capital and revenue expenditure, cash-flow, overheads, etc. Competent writer of business letters, quotations and proposals.

Management Ability: Interpersonal skills are important in order to manage people and work as part of a team to solve problems.