

JOB DESCRIPTION

1. POSITION

JOB TITLE:	Accountant
DEPARTMENT/LOCATION:	Head Office Avondale Paarl
REPORTING TO:	Accounts Manager
SUBORDINATES:	No direct reports
DATE OF JA: COMPILER OF JD:	2026 H Louw

2. JOB SUMMARY

Responsible for the full accounts [including HR & Payroll] function.

3. MAIN RESPONSIBILITIES AND DUTIES

1. Responsibility: Accounts	Key Performance Areas
DUTIES	
1.1 Process invoices 1.2 Issue invoices [including export, cellar, rental] 1.3 Liaise with clients regarding invoices 1.4 Reconcile creditors invoices to payments 1.5 Contact debtors 1.6 Assist in reconciling creditors monthly 1.7 Draft reports and information regarding general ledger 1.8 Draft reports by importing information from Pastel 1.9 To prepare finances up to trial balance for external audit 1.10 Draft and forward SAWIS report to Winemaker 1.11 Process general financial enquiries	Ensure debtors and creditors are performed correctly and timeously
DUTIES	
2. Responsibility: Accounting & Reporting	Key Performance Areas
2.1 Maintain the general ledger by recording financial transactions and ensuring proper allocation of costs and revenues 2.2 Assist with preparing monthly management accounts and related financial reports in line with applicable accounting standards and regulatory requirements 2.3 Perform reconciliations of accounts and investigate discrepancies.	

2.4 Implement and monitor financial controls and processes 2.5 Assist with external audits by providing necessary documentation 2.6 Prepare and load daily payments to business partners. 2.7 Support statutory reporting and compliance processes. 2.8 Reconcile intercompany loan balances. 2.9 Provide financial information for Board Packs and executive analysis as needed. 2.10 Collaborate with the finance team to address ad hoc queries and prepare specialized financial analysis when required	

Due to possible growth, internal changes or restructuring, along with the rapidly changing work environment, the above responsibilities include any other reasonable responsibilities or duties that you may be required to perform from time to time.

3. WORK CONTEXT AND ENVIRONMENT

Based at Avondale in Paarl

4. KNOWLEDGE & SKILLS REQUIRED TO PERFORM JOB

ESSENTIAL	DESIRED
• Good literacy skills	• At post-matric level
• Excellent numeracy skills	• At post-matric level
• Understand the full accounting and finance process	• A diploma in accounting
• Computer literacy: Specifically: Pastel, Excel, Microsoft, VIP	• Be able to format in Excel, be able to input data into Pastel, manage Microsoft Outlook and Word. Zero Accounting Software experience
• Ability to communicate effectively	• With direct reports
• Ability to manage staff effectively	• Knowledge of having been in a management position
• Ability to prioritize and plan work	• Effective time management plan
• Ability to allocate and prioritize work in finance department	

5. EXPERIENCE REQUIRED TO PERFORM JOB

ESSENTIAL	DESIRED
• Having worked as an accountant	• 2-5 years' experience as an accountant
• Have knowledge & skills of IT systems	• 2-5 years of working with accounting packages: Pastel
• Experience of managing staff	• 2-5 years of having direct reports
• Experience of reporting to Financial Manager	• 2-5 years in a similar environment

6. SPECIFIC TRAITS REQUIRED TO PERFORM THE JOB

• Honesty
• Creative
• Perceptive, can anticipate and prevent problems
• Shows initiative
• Work quickly and accurately
• Punctual
• Reliable
• Solves problems at lowest possible level
• Is hygienic [both with self and work area]
• Is neat and tidy
• Works safely and with care for others safety
• Communicates clearly with written, and oral communication
• Is positive and friendly
• Excellent leadership skills
• Can manage people
• Can manage pressure

AUTHORISATION:

Accounts Manager: _____

Managing Director: _____

Signed off by HR: _____ Date: ____/____/____