

All applicants must please take note of the stipulations at the bottom of the advertisement

Position/Vacancy available	Division & Station	Minimum requirements
Vacancy: Junior Accountant	BidAir Cargo: Head Office	<u>Minimum Qualifications:</u> - National Diploma in Accounting (NQF 6) <u>Functional Training:</u> - SAGE - Microsoft Office <u>Regulated Training:</u> - VAT Act of RSA <u>Environmental / Other conditions:</u> - Valid Driver's Licence and reliable transport - ITC and Criminal record should be clear - Availability to work overtime during month-end and yearend <u>Minimum Experience:</u> 1-3 years' experience in bookkeeping and accounting <u>Behavioural:</u> - Willingness to meet deadlines on a consistent basis while absorbing the pressure - Comfortable handling and storing confidential financial information - Attention to detail and the ability to organize complex information neatly and accurately - Strong organizational and time management skills - Ability to plan and prioritize - Ability to analyse data - Self-motivated with the ability to learn a systematic approach to accounting and follow the approach without direction to maintain the integrity of the financial data - Highly motivated with the ability to solve practical problems and follow written, verbal, or other instructions with several concrete variables - Positive and professional attitude <u>Technical:</u> - Mathematics for reconciling invoices and payment runs - Computer literacy, including confidence using Microsoft work, Microsoft excel, and accounting and accounts payable software. - Basic bookkeeping and accounting principles



VACANCY NOTICE

HUMAN RESOURCES

Primary Responsibilities & Duties

Main purpose of the Job:

To support the company's day-to-day financial operations, including record-keeping, reporting, transaction processing, and maintaining financial accuracy and compliance. The role also assists the Finance Accountants with financial planning and general ledger maintenance.

Compliance

- Comply with organizational, finance-related, and departmental standards by following approved procedures, processes, and directives.
- Complete administrative tasks in line with approved processes, procedures, and departmental directives, using available resources to meet deadlines and objectives.
- Maintain records, prepare reports, process journals, and support financial accuracy and compliance.

Month-End Close

- Assist with processing journals in the general ledger, as instructed by the Financial Accountants, to reconcile clearing and control accounts.
- Support month-end and year-end close processes.
- Provide administrative and operational support to the finance team.
- Support audits by providing necessary documentation.
- Maintain accurate filing of financial records and documentation.

Balance Sheet Reconciliations

- Maintain the fixed asset register for BidAir Cargo and the subsidiary by ensuring assets are accurately recorded, depreciated, and tagged.
- Assist in reconciling bank accounts, general ledger, accounts receivable, accounts payable, and control accounts.
- Prepare the finance shared-drive reconciliations folder by attaching supporting documentation to the relevant reconciliations.

Tax Vat Returns

- Assist with calculating the monthly income tax provision in accordance with the applicable South African tax legislation and statutory requirements.
- Assist with VAT calculations and submissions.

Submit CV to HR	Closing date	E-Mail	Fax
HR Department	-	vacancy@bidaircargo.co.za	-
Date Posted	Posted by	Department	Position
-	HR Department	BidAir Cargo	-

Important notice to interested applicants

- BidAir Cargo reserves the right not to fill the vacancy after the position has been advertised.
- Please clearly mark the position you are applying for.
- BidAir Cargo is committed to adhering to the Employment Equity Act and Appointment will be made in line with the company's EE plan
- **Only applicants that meet the requirements for this position will be shortlisted for an interview**