Senior Financial Accountant

The above mentioned position is available in the Finance Department at Robben-Island Museum. Reporting to the Senior Finance Manager the incumbent will be responsible for financial reporting and asset management.

Duties and Responsibilities:
- Regulating, supervising, reviewing, and implementing a full and accurate set of accounting records
- Preparing of completing and accurate monthly and annual financial reports within deadlines.
- Identifying risks which affect cash flow, expenses and balances and communicate to management.
- Executing financial accounting functions, which include operating the general ledger system and month-end close work.
- Examining financial records, collect information, prepare reports and make recommendations.
- Managing the fixed asset unit. Ensure controls over asset management are effective.
- Ensuring that accounting treatment is in line with relevant accounting standards.
- Managing creditors and debtors relationship.
- Building an effective finance team. Manager junior staff in units. Mentor and train staff.
- Overseeing controls over safekeeping of all finance documentation.
- Providing analysis and insights into revenue and expenditure.
- Providing analysis into financial performance
- Executing financial accounting functions, which include operating the general ledger system and month-end close work.
- Examining financial records, collect information, prepare reports and make recommendations.

Experience and Technical skills:
- A qualified accountant/Bcom (Honours) Accounting or Chartered Accountant would be preferable.
- Attention to detail
- Team player and to lead by example
- Ability to manage, train, coach, develop and motivate staff.
- Sound understanding of internal controls
- Completed articles.
- Caseware and Accpacc experience advantageous
- Advanced Excel

RIM is an EE, AA, employer, RIM reserves the right not to make an appointment if suitable candidate is not found. Forward a detailed cv, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to recruitment@robben-island.org.za or by no later than 10 June 2019. Note : If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10MB: