

FINANCIAL ACCOUNTANT FOR LEADING LETTING AGENCY

Our well established residential letting agency, **Chorus Letting** is currently looking for an energetic, well presented and organised individual, with strong financial administration skills to join our busy and dynamic team. The successful candidate must have a great attitude and be able to contribute to the service level expectation of a goal orientated team whose focus is on providing world-class residential letting services.

The key duties and responsibilities would include:

- Support the efficient running of the Chorus Letting accounting system and to support the finance manager in her responsibilities
- Effective and efficient processing of business account entries, this includes debtors and creditors
- Accounting assistance for monthly management accounts and new projects
- Perform monthly payroll function for the company
- Compile weekly cash flow reports for various business units
- Assist with VAT review
- Assist with annual audits
- Responsible for head office procurement
- Management of day to day IT matters
- All accounting functions are preformed timeously and accurately
- Report to management on various KPI's

The key attributes you should have includes:

- Book-keeping or accounts experience
- Positive attitude
- Organised
- Attention to detail
- Confident, highly focused and motivated
- Well-presented and articulate
- Proactive and solutions focused
- Excellent interpersonal and written communication skills
- Passionate, caring and committed to excellence
- Trustworthy and honest
- A constant desire for self-improvement and learning with a positive winning attitude
- Sound computer literacy skills, Unibase experience would be beneficial
- Independent
- Deadline driven

Together with the interview application form, please forward a short paragraph best describing your four strengths and two weaknesses.

This is a salaried position dependent on experience and skills. Applications close on Wednesday, 06 February 2019.

We thank you in advance for your response, however due to high volumes of response only successful applicants will be contacted.