

## **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.*