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## VACANCY

**BIDVEST STEINER                      BOTSWANA                      20 JULY 2017**

**POSITION:                                      ACCOUNTANT**

**KEY OBJECTIVES:                      Ensure accurate and timeous recording of all accounting transactions and Management of the Team**

**MINIMUM REQUIREMENTS:**

**EDUCATION:**                      Minimum standard 10 / Grade 12

**QUALIFICATIONS:**                      B. Comm. Degree or Relevant Diploma

**EXPERIENCE:**                      Experience in the Rental Industry would be advantageous.  
At least three years experience in a similar or as a senior accountant  
Great Planes Experience would be advantageous

**OTHER:**                                      Valid code 8 driver's licence and have good communication skills  
Be target driven  
Have good time management skills  
Must be willing to travel

**LIST OF TASKS:**                      **Preparation of monthly Flash results**  
**Finalising and Management of month end files**  
**Payroll: preparing master, ensuring that payments are prepared**  
**Maintaining of the asset registers of Branches Rental assets and fixed assets**  
**Visit Branches and assist with stock take and prepare stock variance sheets**  
**G.L. reconciliations**  
**Complete statutory returns, PAYE, UIF, SDL and VAT**  
**Review work of the bookkeeper and cash book /creditors**  
**Visit branches, conduct audits and review policy and procedures**  
**Assist with budget preparation and year end audit packs**

**APPLICATION**

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**CLOSING DATE:**                      28 July 2017

**APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE COMPANY'S EMPLOYMENT EQUITY OBJECTIVES**