



**JOB DESCRIPTION**

Job Title:	Financial Accountant		
Department:	Finance, Admin and Compliance	Number of Incumbents:	1 (one)
Job Analyst:	Practical Outsourcing Solutions	Reports To:	Manager : Finance, Admin and Compliance

*It is hereby acknowledged that this Job Description is a broad indication of the work the job holder is required to do. The jobholder may be required to undertake other duties that can be reasonably expected from him / her, particularly when others are absent from work. No job title or job description can be regarded as a precise specification of duties, but should be seen as a guide to main responsibilities.*

**SIGNED AS ACCEPTED:**

DIRECT REPORT	INCUMBENT
Date :	Date :

**PRIMARY PURPOSE OF THIS POSITION:**

The Accountant is responsible for performing day-to-day financial activities, providing support to the Finance Manager, Director and Council (when required), assisting with the maintenance of reports and statistical information, as well as assisting with other projects as directed. Ensure that practises are billed in line with contractual obligations and collect all outstanding debts in line with company policies. Reconciliations and complete monthly financials up to trial balance.

**A. COMPETENCY PROFILE:**

Well organized and ability to work independently;

Must possess excellent communication and interpersonal qualities both written and verbal;

Conversant with Microsoft Office and Pastel programs and stay abreast of new ways of working and communicating;

High values in teamwork, client / customer service and professionalism;

Must be able to handle highly confidential information in a strictly professional manner;

Must be able to maintain professional demeanor in times of high stress;

Effective time management and organizational skills, with the ability to manage multiple tasks with competing deadlines and the ability to prioritise tasks in an appropriate manner;

Trustworthy, reliable and accurate – attention to detail;

**TRAINING REQUIRED TO ACHIEVE PROFICIENCY:**

<i>Type of Training</i>	<i>Minimum Period</i>
On-the-Job training in all relevant policies, procedures, systems, regulations, legislations and the totality of the Law Society;	6 – 12 months

**MINIMUM QUALIFICATIONS REQUIRED:**

- (i) BCom Accounting Degree (or equivalent recognised degree);
- (ii) Alternatively, financial diploma or combinations of after school certificates adding up to 3-years;

**MINIMUM EXPERIENCE REQUIRED:**

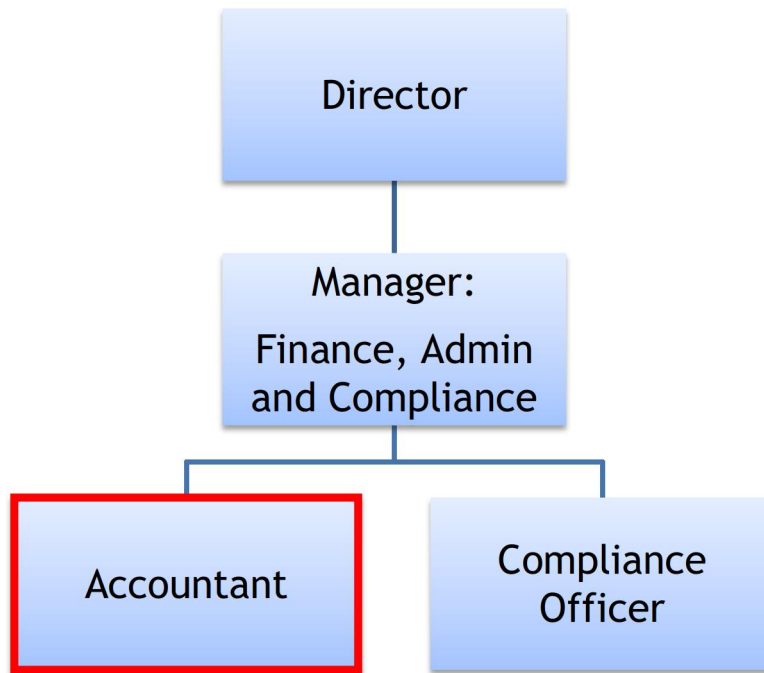
<i>Experience</i>	<i>Minimum Period</i>
<ul style="list-style-type: none"> <li>a) If qualification is (i)</li> <li>b) If qualification is (ii)</li> <li>c) Computer literate: MS Office and Financial Accounting System (Pastel an added advantage)</li> <li>d) Valid Drivers License</li> </ul>	<ul style="list-style-type: none"> <li>a) 3 years' relevant experience in financial accounting systems.</li> <li>b) 10 years relevant experience in financial accounting systems.</li> </ul>

**B. GENERAL:**

Working Conditions:	Office
Degree of Supervision Required:	Continuous
Work Pressure:	Medium / High
Forward Planning Required:	Monthly & Weekly

**C. ORGANIZATIONAL STRUCTURE:**

**(This is not the full structure – Only illustrative to see line of reporting)**



**D. DESCRIPTION OF TASKS:**

<b>1. Financial Accounting</b>	<p><u>LSN - Monthly processing, reconciliation and reporting up to trial balance:</u></p> <ul style="list-style-type: none"><li>i) Daily allocations of revenue received for upload into Pastel.</li><li>ii) Weekly reconciliations and posting of Petty Cash to Pastel</li><li>iii) Reconcile all general ledger accounts monthly.</li><li>iv) Bank Reconciliation on Business Account.</li></ul> <p><u>LPPF:</u></p> <ul style="list-style-type: none"><li>i) Maintain accounts per law firm for interest purposes.</li><li>ii) Monthly compilation and preparation of interest received report for LPPF.</li><li>iii) Execute procedures regarding non-payment of interest by law firm.</li><li>iv) Assist with the execution of the agreement between LPPF and LSN.</li></ul>
<b>2. Assistance to Manager Finance, Admin and Compliance</b>	<ul style="list-style-type: none"><li>i) Assist in preparation for annual audit for LSN and Rule of Law Trust.</li><li>ii) Assist with bi-annual preparation of the budget.</li><li>iii) Assist with conducting compliance evaluations of Legal practitioners if books are written up monthly and compliance with the Act and Rules of the LSN, etc.</li><li>iv) Assist to evaluate all incoming audit reports from auditors.</li><li>v) Assist to evaluate all audit refunds and ensure submission to LPPF.</li></ul>
<b>3. Debtors and Creditors</b>	<p><u>Debtors:</u></p> <ul style="list-style-type: none"><li>i) Issues all tax invoices;</li><li>ii) Collections of all monies due to the LSN, including registration fees for CPD;</li><li>iii) Posting transactions to Pastel;</li><li>iv) Clearing of open items and monthly issuing of statements;</li><li>v) Execution debt collection procedures;</li><li>vi) Liaison with law firm for debt collections;</li><li>vii) Maintain all debtors data on Pastel according to member data of Directorate;</li><li>viii) Issue of invoices to firms and reconciliation thereof;</li><li>ix) Tenants: monthly issuing of invoices, statements and collection thereof.</li></ul> <p><u>Creditors and Taxes</u></p> <ul style="list-style-type: none"><li>i) Reconciles invoices and statements;</li><li>ii) Prepares payment requisitions;</li><li>iii) Posts transactions to Pastel;</li><li>iv) Prepare and submit all VAT and PAYE returns;</li><li>v) Ensures that all creditors are paid on a monthly basis;</li><li>vi) Match open items on Pastel.</li></ul>

**4. Finance  
Administration  
and Related  
Functions**

- i) Maintain filing system and daily filing of all items including filing system and daily filing of LPFF.
- ii) Manage annual archiving of records according to archiving policies.
- iii) Prepare and maintain the fixed asset register.
- iv) Preparation of donation claims and contributions from LPFF and ensure collection thereof.
- v) Manage stock levels of all products (stationary, refreshments, cleaning supplies, etc.).
- vi) Re-ordering of stock for LSN;
- vii) Reporting of any stock discrepancies.
- viii) Assist with processes relating to the issuing of fidelity fund certificates.
- ix) Update and maintain a log of firm and member related accounting issues and problems.