



ACCOUNTS ASSISTANT

JOB TITLE: Accounts Assistant

REPORTS TO: Financial Accountant

LOCATION: Mowbray, Cape Town

AVAILABILITY: ASAP

FS-Systems, founded in 1971, proudly protects people and assets through technology. We are a growing, technology focused business. We unlock business value for our clients in our key focus industries through best product, people & processes.

We love what we do. And take pride in the difference we make to our clients' operations. Protecting what is most important to them.

In this role you will be required to process invoices, resolve account discrepancies, manage bank reconciliation, create expense reports, and updating account information on the company's database. You will be a strong support to the creditors clerk and Financial Accountant.

FS-Systems is an excellent place to work with a strong emphasis on organizational culture, customer service and high quality products.

KEY RESPONSIBILITIES

- Accounts Payable
- Invoice Processing and Verification
- Bank Reconciliation
- Vendor Applications
- Supplier and Credit Applications
- Expenses and Ledger Accounting
- Cashbook
- Fixed Asset Register
- Timesheet processing
- Intercompany
- Petty Cash

Qualification, experience, and skill

- Certificate/Diploma in Accounting with 3-5 years' experience in a similar role,
- Knowledge of basic accounting principles and IFRS
- Project based environment is a bonus
- Previous experience on SAP or software reporting package

CAPE TOWN HEAD OFFICE

Address: Ground Floor, Birkdale 1,
River Park, Gloucester Rd, Mowbray,
7700, Cape Town, ZA

JHB BRANCH OFFICE

Address: Unit 8, Troika Industrial Park
Cnr Essex and Koornhof Street
Meadowdale, Edenvale, Johannesburg, ZA

Personal attributes

- Working towards a corporate reporting timetable
- Good and effective team player who can multi-task
- Good communication skills as you will be liaising with internal staff, suppliers and or consultant in Mauritius and Ghana
- Proficient Microsoft Office knowledge and skills
- Strong time management and organizational skills
- High degree of attention to detail
- Ability to work independently and prioritize tasks
- Strong analytic abilities

Applications can be sent to hr@fs-systems.co.za and should you not hear from us within 2 weeks, please consider your application unsuccessful.