External Advertisement

Job Title	Financial Accountant	**Job Type Classification**	Permanent
Location	Benoni	**Package**	Market related
Reporting to	Financial Manager	**Equity Requirements**	EE & AA
Availability	To start on 04 January 2027 (or sooner)	**Closing date**	02 November 2026

Purpose of the role: To manage daily financial records of the organization to ensure accurate record-keeping and strict compliance with accounting standards. Your duties will include but not limited to preparing journal entries, statement of financial position recons, maintaining accounts receivable and accounts payable, maintaining fixed assets register and preparing financial reports.

Essential attributes:

Execute tasks quickly and efficiently	Ability to apply your knowledge of the field	Deadline-driven
Work well under pressure and in a team	Willing and eager to learn	Attention to detail
Strong negotiating and planning skills	High level of confidentiality	

Minimum Requirements:

Completed national diploma/degree in the above-mentioned discipline (compulsory)	5 years' experience working as a Financial Accountant	A South African citizen
Reside in the area / able to travel to area	Must speak English (compulsory)	Excellent computer skills
Excellent communication and interpersonal skills	Experience working with Syspro (Added advantage)	

Duties & Responsibilities:

Debtors	○ Obtain remittance advices for each payment received and allocate accurately ○ Identify and resolve queries between remittance advices and payments ○ Attend to customer queries and contact customers regarding payment ○ Reconcile Debtors age analysis to the GL monthly ○ Print and mail Debtor's statements monthly ○ Perform system housekeeping regularly (e.g. contact person's address change, new customer loaded on system etc.) ○ Print the Age analysis from SYSPRO weekly, export to Excel and add comments explaining transaction history and promise to pay.
Creditors	○ Capture Creditors' invoices and information on SYSPRO ○ Attend to queries to obtain required documentation, resolve short deliveries and pricing issues, etc. ○ Contact suppliers regarding payment ○ Prepare monthly reconciliations with all supporting documentation attached (including the remittance advice after payment has been effected) and file accurately. ○ Clear the GRN suspense account and follow up on credit notes
Inventory	○ Perform stocktake ○ Do cost changes ○ Do stock adjustments
Fixed assets	○ Maintain fixed assets register
Bank	○ Process Cash Book ○ Daily Bank Reconciliation ○ Follow up on reconciling items
Other	○ Adherence to all company policies, procedures and standards operating procedures and ensure familiarisation with all available amendments and training. ○ Stop non-conforming debtors' and creditors' documents and report this immediately to immediate management ○ Inform immediate management of any breach by any person to company policies, procedures or SOP's ○ Other administrative and ad-hoc duties (switchboard relief, filling etc).

Contact Person: Tsireledzo Mulaudzi [Tel 011 826-6111]. **Interested, please send your CV, qualification and academic record** to recruitment@uniqueeng.co.za

POPIA disclaimer: By applying for this position, you acknowledge that your information will be processed in line with our privacy notice and the requirements of POPIA. Please refer to the privacy notice available on our Company website www.uniqueeng.co.za.

We reserve the right to make an appointment. If you have not heard from us within 30 (thirty) days of the closing date, please accept that your application was unsuccessful. Correspondence will be entered into only with shortlisted candidates.