



TALENT ON TAP

JUNIOR ACCOUNTANT:

Remote work

09:00 am – 18:00 pm Mondays – Fridays (Negotiable)

Reports into Financial Director & Board of Directors

Proficiency in generally accepted accounting principles is essential. Experience in the restaurant or hospitality industry is preferred, with knowledge of specialised accounting practices related to inventory management, cost control, and revenue recognition.

Financial Reporting:

Ability to prepare accurate and timely financial statements, including income statements, balance sheets, and cash flow statements. Experience in analysing financial data and providing insights to support strategic decision-making processes.

Point of Sale Systems:

Familiarity with various point of sale (POS) systems used in the restaurant and night club industry, especially GAAP. Proficiency in utilising POS data for financial analysis, inventory tracking, and sales reporting.

Cost Control:

Strong understanding of cost control measures, including monitoring expenses, analysing variances, and implementing strategies to optimize profitability. Experience in conducting cost-benefit analysis and recommending cost-saving initiatives.

Budgeting and Forecasting:

Ability to develop comprehensive budgets and forecasts based on historical data, industry trends, and business objectives. Experience in monitoring budget performance and providing recommendations for adjustments as needed.

Compliance and Audit:

Ensure compliance with relevant financial and labour regulations and standards. Experience in preparing for and participating in financial audits, including liaising with auditors and providing necessary documentation.

Software Proficiency:

Proficient in accounting software such as QuickBooks, Xero, GAAP, Pilot or similar platforms. Ability to leverage technology for streamlining accounting processes, data analysis, and reporting.



Communication and Collaboration:

Strong interpersonal skills with the ability to effectively communicate financial information to non-financial stakeholders. Collaborate with management, operations, and other departments to achieve financial objectives and support business growth.

Analytical Skills:

Strong analytical and problem-solving skills, with the ability to identify trends, patterns, and discrepancies in financial data. Experience in developing and implementing financial controls to mitigate risks and ensure accuracy.

Education and Certification:

Bachelor's degree in accounting, finance, or related field is required. Professional certification such as CPA (Certified Public Accountant) or CMA (Certified Management Accountant) is preferred.

Adaptability:

Ability to thrive in a fast-paced, dynamic environment characteristic of the restaurant and night club industry. Flexibility to handle multiple tasks and prioritize responsibilities effectively.

Attention to Detail:

Meticulous attention to detail and accuracy in financial record-keeping, reporting, and analysis. Ensure data integrity and reliability for informed decision-making by management.

Remuneration: 20-35k

CV's to greer@talentontap.co.za