



People · Professionalism · Partnership

SNR MANAGEMENT ACCOUNTANT #218

GRADE: D-LOWER | FULL-TIME | JNB

LOOKING FOR A NEW CHALLENGE?

If you are looking for a challenge in a rapid environment in the aviation services industry and are motivated to work in a multicultural company and a position that allows you to put your ideas into practice, this will be an excellent opportunity for you.

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MAIN RESPONSIBILITIES

- Management accounts preparation and review
 - Importing, balancing and reporting of monthly revenue and expenses, per division
 - Preparation and review of monthly financial reports (income statement and balance sheet), encompassing results and commentary/analysis (local and group systems)
 - Accurately closing monthly financial periods ensuring accurate and complete entries and records are maintained
 - Weekly checklist review and outstanding matters for pro-active administration of management accounts (month-end)
- Financial reporting
 - Assistance to FM's and CFO with reporting and commentary for:
 - Monthly indication (flash) and bridge submissions
 - Quarterly forecasts
 - Reporting for quarterly packs
 - Annual budgets and business plans
 - Assistance with managing the internal and external audits
- Balance sheet reconciliations:
 - Preparation and co-ordination of full monthly balance sheet file (timeous and accurate)
 - Monthly maintenance of accurate balance sheet schedules and reconciliations to sub-ledgers
- Asset Management:
 - Responsible for full Investment Request process: check to budget, preparation and submission on portal for approval, capitalisation on local system

Maintenance of Fixed Asset Register and full asset management in the business: additions, disposals, transfers, movement schedules, depreciation, fixed asset verifications, alignment of depreciation rates to group policy, reconciliation of sub-ledger to GL

WIP account management, Inventory management and bi-annual stock counts with relevant adjustments processed

Annual useful lives assessment

Ensuring completeness and accuracy of leased assets and owned assets in company records

- Other duties

Collect Charges management, reporting & accurate monthly reconciliations for airlines as well as UIPs

Monthly Inter-company confirmations, submission and reconciliations, as well as related parties reporting

Ongoing maintenance of local chart of account mappings to SPI and alignment of account allocations

Business Partner to divisional management (GH, CA) – for both revenue and expenses

Other Ad-hoc finance related duties as assigned

- Internal Control Systems management:

Updating the ICS risk assessment processes to analyse, define and document reporting risks, processes, and controls

Compilation and maintenance of bi-annual planning tracker for all testing procedures

Design and perform adequate and timely testing procedures over the design and operating effectiveness of key reporting controls, including issue identification, escalation, and reporting

Work with the business units to identify opportunities to refine and improve the control environment

Assist in the development and implementation of reports for testing and reporting practices, and other ad hoc deliverables required of the Internal Control Department to meet the reporting needs of multiple stakeholders

- Treasury:

Liquidity planning and cash forecasting and management

Assistance with covenants reporting and liaising with financial institutions

Processing of credit card expenditure and associated reporting

Reconciliation and management of petty cash

YOUR PROFILE

- Grade 12
- Experience using Microsoft Office and other computer systems (with excellent Excel skills)
- Previous commercial finance experience (3-5 years)
- Strong technical knowledge and reconciliation skills

Competencies and Skills

- Strong analytical skills and ability to work under pressure and meet demanding deadlines
- Effective organizational skills and time management skills
- Flexibility in prioritising and reorganizing tasks to meet targeted time-frames
- Exceptional time-management
- Exceptional communication and interpersonal skills (including written and verbal) and ability to work well in teams
- Strong problem solving skills
- High personal motivation and drive as well as initiative and eagerness and rise to challenges and learn, grow and develop (personally and professionally) – general attitude
- Ability and desire to deliver beyond expectations
- Personal and professional integrity of the highest order

- **Application process / requirements:**

- **NB: Please note that this is an Internal and External Vacancy.** Applications should include; Covering letter, Comprehensive CV, clearly marked with the vacancy number as well as position. Applications may be lodged by E-mail on inb.careers@swissport.com. Advert valid from

12 February 2020 closing date 19 February.

Notes: No late applications will be accepted. Applicants will be vetted against the respective security agency in order to ensure no criminal record is present. All licenses, qualifications will be checked and vetted in order to ensure the validity and authenticity thereof. Should candidates not be notified of the outcome of their applications within 14 days of closing date, they should please regard their applications as unsuccessful.

