



Job/Role Description

Junior Financial Accountant - MPAMOT

Johannesburg Office

1. Introduction

MPAMOT is a multisector consultancy providing engineering, management, and development services on projects. With over 200 of the best people working on a diverse range of challenges, we're helping our clients deliver sustainable infrastructure and development solutions. We have a collegiate and collaborative culture which values equality and diversity, and we take proactive steps to create an inclusive workplace.

We're looking for a Junior Financial Accountant to join the finance team in our Johannesburg office.

2. Role Description

The focus of the role will be to:

- Update and manage procurement and supplier database by ensuring the necessary first-time supplier documentation is received from the relevant supplier.
- Ensure all BEE certificates of suppliers are valid and up to date
- Track debtors and creditors
- Monthly Creditor Reconciliations
- Assist with debtor collection, by following up with PMs and the debtor.
- Opening of proposals to ensure that the staff can book their time properly
- Assisting with conversion of proposals to projects and ensuring that all necessary documents are filed properly.
- Assist with updating the project information as and when need arises
- Coordinating and assisting with the year-end Asset Count.
- Ensure petty cash is properly captured
- Ensure that VAT and other details are correct once staff expense claims approved.
- Capture site staff timesheets (including travel), expense claims, etc. until they have VPN to do it themselves
- Pull timesheet reports and send to the Resourcing Manager (Shaun), every Monday afternoon
- Inform Accountant of any timesheet errors that will need to be addressed
- Send timesheet notification / reminders for defaulting staff members
- Post all car-pool entries into the system
- Maintain a list of all firm and staff memberships, by ensuring that necessary annual subscriptions are addressed in a timely manner so we may continue to operate and to receive any early bird discounts afforded us.
- Reconciliation and posting of cash receipts.
- Any other queries that must be dealt with as and when the need arises from the Accountant and Senior management.
- Archiving/filing of all relevant documentation



3. Candidate specification:

The following specifications apply:

- BCom / Diploma in Accounting
- 2-3 years' experience
- Ability to prioritise tasks and meet deadlines
- Good communication
- General Microsoft word, excel and PowerPoint
- Excellent interpersonal skills
- Ability to work under pressure
- Ability to work in a diverse culture

4. Technical competencies:

- Good knowledge of Accounting
- Proficiency in MS Office packages
- Mathematical and Accounting skills
- Proficiency in Proman and other financial platforms

5. Salary:

- Market-related salary plus benefits

6. Location:

Johannesburg Office (Availability in both Randurg and Sandton as per company requirements)