

Stonewood Properties					
JOB DESCRIPTION - ASSISTANT PORTFOLIO ACCOUNTANT			DATE ISSUED	April 2025	
			REVISION	0	
COMPILED BY	Human Capital Business Partner.		REVEIWED BY	HEAD: HUMAN CAPITAL	Doc.: HR
APPROVED BY	Head: Finance, Compliance, Risk and Stonewood Managing Director.				Page 1 of 3

FINANCIAL CONTROLLER

Position : Finance Controller – Stonewood.

Division : Finance.

Company : Stonewood Properties.

Location : Sandton.

Report : National Accountant

PURPOSE OF JOB
Maintain accurate and complete General Ledgers and Financial Reporting with responsibility for related accounting functions and staff where necessary.

KPA	KPI
Payment Management	- Preparation and timely submission of monthly Vat returns via e-filing by the 25th of each month: - for clients under management. - Reconciliation of the vat clearing account. - Follow up on outstanding refunds. - Providing and uploading documentation and information requested when SARS audits are conducted. - Processing of owner's deposit, refunds, and appropriations. - Ensuring that the Debtors Clearing account is reconciled and cleared up on a regular basis. - Update and distribute the monthly cut-off schedule.
General	- Preparation of monthly and ad hoc journals as required Preparation of monthly financial packs for all clients and balance cash flow documents and supporting schedules. - Prepare year-end packs for submission to external auditors. - Consulting with external Auditors during the audit and providing supporting documentation and assistance with audit queries. - Submission and payment of income tax. - Ensuring all audit adjustments are processed and in line with financial statements. - Ensuring year ends are run once audits are finalized.

	• Ensuring that signed Annual Financials statements have been received and are retained on file. • All responsibilities associated with being a payment release authority. • Review the ledgers and identify monthly accruals. • Assist in ensuring that controls and procedures are adhered to and identify control weaknesses that may require additional controls to be implemented. • Provision of accounting and administrative assistance as and when required. • Assist property managers with finance-related issues relating to the property portfolio under management. • Discuss monthly accruals with property managers and ensure that the necessary amendments are done to accurately reflect the financial status of the buildings. • Timeously prepare preliminary financial statements and advise property managers when ready. • Review preliminary financial statements per building and assess holistically whether recurring entries have been captured. • Compile Annual Financial Statements for each community.
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SKILLS AND COMPETENCIES ESSENTIAL TO THE POSITION	
Achievement orientation	• The ability to identify opportunities to earn fees while adding value to the SCHEME.
Computer skills	• Proficient in WeconnectU.
General	• Ability to assist with the preparation of a budget and manage invoicing.

QUALIFICATIONS AND EXPERIENCE	
Qualifications	• Appropriate accounting skills.
Experience	• Minimum of 1 - 3 years relevant experience as an assistant Accountant. • Audit experience will be an added advantage. • To perform this job successfully, an individual should have extensive knowledge of Computer Skills: Microsoft Word; Excel; MDA &/or WeConnectU accounting software. • Working knowledge of Sectional Title and Homeowner Associations.

ACKNOWLEDGEMENT OF JOB DESCRIPTION	
LINE MANAGER	
Name and Surname	
Signature	
Date	

EMPLOYEE	
I declare that I have read and understood the above job description and acknowledge that my roles and responsibilities are not limited to the aforementioned.	
Name and Surname	
Signature	
Date	