

ERIS PROPERTY GROUP**JOB DESCRIPTION
REGIONAL ACCOUNTANT**DATE
ISSUED

OCT 2023

REVISION

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COMPILED BY

HRBP

REVIEWED BY

HEAD: KZN

Doc.: HR

APPROVED BY

HEAD: KZN

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Position : Regional Accountant**Company** : Eris Property Group**Location** : Durban Regional office (Umhlanga)**Report** : HEAD: KZN REGION (indirect reporting into the FM Portfolio Finance)**PURPOSE OF JOB**

Maintain accurate and complete General Ledgers with responsibility for related accounting functions and staff where necessary. Oversee and assist with regional office administration.

KPA	KPI
General	• Ensure that accurate and complete general ledgers are maintained. • Ensure that general ledger accounts are reconciled on a monthly basis and that reconciling items are cleared timeously. • Review bank reconciliations on a monthly basis. • Reconcile bank reconciliations. • Maintenance of the Fixed Asset Register including the following: ▪ the allocation and addition of Fixed Assets ▪ monthly generation of depreciation ▪ reconciliation of the fixed asset clearing account ▪ reconciliation of the fixed asset register to the general ledger in Great Plains • Preparation and timely submission of monthly Vat returns via e-filing by the 25th of each month. ▪ for the respective entities making up the specific portfolio ▪ Reconciliation of the vat clearing account ▪ Follow up on outstanding refunds. • Processing of tenant deposit refunds and appropriations. • Calculation of collection commission per the rent roll. • Ensuring that the Debtors Clearing account is reconciled and cleared on a regular basis. • Update and distribute the monthly cut-off schedule. • Prepare monthly journals as required including pro rata allocations of interest & bank charges. • Prepare monthly financial packs for external clients and balance cash flow documents and supporting schedules. • All responsibilities associated with being an EFT signatory. • 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 has been captured. • Assist with preparation for audits and responding to audit enquiries. • Prepare Financial Statements in accordance with International Financial Reporting Standards (IFRS). • Code and approve Eris Overhead invoices as required. • Generating and signing off of invoices • Assist with the regional budgeting process as required and loading of budgets in Great Plains • Assist PA's with batches not posting in Great Plains and authorising of PIMS batches. • Resolving ad hoc queries
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MANAGEMENT OF STAFF	
Main Duties	• Oversee Creditors and Cashbook Administrators and ensure that all deadlines are met. • Oversee the functions of the Assistant Accountant and provide guidance and assistance where required. • Conduct performance management for reporting staff

KEY COMPETENCIES
• Very strong communication skills • Innovative thinking and ability to follow process • Dynamic and enthusiastic • The ability to interact professionally with individuals at all levels of staff • Ability to make decisions • Competent time management skills • Professional attitude and capability and personal initiative • Ability to work independently

SKILLS	
Business	• Complete self-motivation and self-starting capabilities. • Exceptional business and people skills. • Strong team abilities. • Total reliability. • Time management. • The highest level of client and business confidentiality at all times. • Ability to ensure that the standards, disciplines and procedures of the company are strictly maintained. • Ability to assist with the preparation of a budget. • Results focused. • Ability to lead people and a level of business maturity commensurate with that of a professional person.
Human Capital	• Transparent honesty. • Reliability. • Positive Attitude and highly motivated • Lead by example. • Assertive and effective communication. • Sensitive to client and staff requirements and problems. • Ability to create a professional office environment. • Organization and planning skills

QUALIFICATIONS AND EXPERIENCE	
Qualifications	• Matric (Must). • B.Com Honours or a minimum of a Bachelor's degree in Accounting.
Experience	• Minimum 5 years' relevant experience as an Accountant. • Audit experience will be an added advantage. • Financial statements preparation in accordance with IFRS is mandatory. • Computer Skills: Microsoft Word; Excel; accounting software; and MS Office

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	