



University of Cape Town Lung Institute

ACCOUNTANT

The University of Cape Town Lung Institute (www.lunginstitute.co.za), requires applications for an **ACCOUNTANT*** position, on a Fixed Term Contract.

The Lung Institute, situated in George Street, Mowbray, is wholly-owned subsidiary of the University of Cape Town and is recognised internationally as a leader in the study of treatments for airways diseases, having performed more than 150 research projects.

The **Accountant** will be responsible for reconciling and maintaining accounts and to provide quality, focused analysis and reporting financial information for use in business decisions and budgeting.

Minimum Requirements:

- Grade 12 / Matric equivalent
- Diploma in Financial Accounting / Bookkeeping
- B.Com in Accounting (*advantageous*)
- Minimum of 5 years in a Finance / Bookkeeping position
- 3 - 5 years Accpac / SAGE 300, Asset Module (essential)
- 3 years' experience in Payroll SAGE VIP Payroll (essential)
- Knowledge of tax and labour laws
- Proficiency in MS Office (Preferably MS Excel)
- Credit and Criminal clear

Attributes & Behaviours

- Concise, rational and professional
- A meticulous and thorough nature
- Ability to work under pressure, multi-task and meet tight deadlines
- Strong analytical thinking ability with problem-solving and mathematical skills
- Excellent communication skills (written, oral, presentation, interpersonal and active listening)
- Must have discretion, high levels of trust and maintain confidentiality
- Proactive self-starter with the ability to work independently and as part of a team

Responsibilities include (but not limited to):

- Manage the monthly reconciliation of the payrolls with the general ledger
- Ensure that payroll amounts have been correctly allocated to cost centres and cost items (deductions, earnings and allowances)
- Ensure third party payments are correct and complete and agree to payroll deductions
- Prepare a monthly analysis regarding all compensation expenditure, including basic salary, leave, etc.
- Preparation of all statutory reports EMP201 / EMP501 / UIF and ROE and submission
- Preparing monthly management accounts to balance sheet
- Full Accounting Function -including Debtors, Creditors, Cashbook and Asset Register
- Provide journals - Debtors, Creditors, Cash Book, GL Accounts
- Processing monthly journals
- Preparation of General Ledger reconciliations
- Statutory (SARS) submissions and compliance – VAT, PAYE, Income Tax etc.
- Preparation of year end pack for audit purposes

Additional Information:

- Full-Time position, 40 hours per week, Monday to Friday
- This position will be based in Mowbray, Cape Town
- 12-month Fixed Term Contract

To apply, interested applicants are requested to submit a cover letter and updated CV, with at least one contactable reference to: uctlirecruitment@uct.ac.za

Applications will only be accepted via email.

Telephone: 021 406 6882

Website: www.lunginstitute.co.za

Reference (in subject line): UCTLI Accountant

Closing Date: 15 February 2023

Only shortlisted candidates, who **respond with the correct reference**, will be contacted and may be required to undergo a competency test. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

***Please Note: This Position is not on UCT Conditions of Service.**

The selection process will be guided by the Employment Equity Plan and Targets of the University of Cape Town Lung Institute (Pty) Ltd.
