



Job Title	Financial Assistant	
Location	Simons Town Quayside Hotel – Cape Peninsula	
Job Brief	Responsible for recording and maintaining a business' financial transactions, such as purchases and expenses.	
Key Areas	<ul style="list-style-type: none"> • Report to Financial manager. • Submit monthly payroll information to General Manager for approval. • Update Pastel with supplier invoices, Bank movement, Payments, Depreciation Journal, Pre-payments, • Provisions, accruals, Payroll • Assist with monthly forecast and cash flow. • Assist with monthly Balance sheet and supplier reconciliation. • Monthly stock takes, Upkeep stock files on Pastel • Maintain asset register and depreciation files • Update daily revenue journal and account for in Pastel • Approve and check weekly revenue forecast before submitting to aha • Assist General Manager on all financial and operating issues. • Assist weekly cash flow and loading of approved payments. • Assist in completing annual budgets • Submit all statutory returns VAT, UIF, PAYE, ROE and EMP501 information to SARS and other statutory • bodies. • Liaison with yearend Statutory audits • Liaison with the Group Human Resources Depart for Compliance. • Will have a dual responsibility between Harbour bridge hotel and Quayside 	
MINIMUM REQUIREMENTS		COMPETENCIES
<ul style="list-style-type: none"> • Matric (Grade12) • Degree or a relevant application would be beneficial • At least 3– 5 years relevant work experience • Minimum experience in accounts receivable and payable. • Full knowledge of Pastel / Inventory • Sound understanding of reconciling and analysing general and subsidiary ledger • Sound experience in debtors and creditors ledgers • Ability to reconcile stock valuation • Trustworthy person. • Competency in MS office, data, Sage Pastel and Opera 		<ul style="list-style-type: none"> • Excellent communication skills, verbal and written • Positive attitude, self-disciplined and a motivated TEAM player • Must be able to work and perform well under pressure. • Attention to detail • Time management skills



Please take note of the following before applying:

- Do not send your CV / apply if you do not meet the minimum requirements
- Transferring will have to be negotiated with your current manager
- Only candidates that meet the above requirements will be contacted Should you not be contacted by HR within 1 week after the closing date, please consider your application unsuccessful.
- Preference will be given to individuals that meet the Company's EE targets as set out in our employment equity plan

Please send your updated CV to Thando.ngema@aha.co.za on or before 21st June 2022.