

INTERNAL ADVERTISEMENT

A vacancy exists for an Operations Accountant in Johannesburg within ATM Solutions.

The responsibilities of the position include:

Budget Management

- Assist with annual budget preparations for the Operations Department
- Assist Finance and stakeholders to prepare annual Capex budgets
- Submit final "preliminary" annual budgets to Warehouse & Distribution Manager
- Review all Operations Departments' monthly and YTD budget expenditure and rectify any discrepancies in conjunction with Finance - within SLA
- Discuss overspend on all GL accounts with respective Managers and agree plan of action to rectify, and report on all high overspend events

Spend Management

- Investigate / identify cost savings opportunities on a continuous basis - in conjunction with departmental cost centre owners
- Provide monthly overtime cost actual vs budget comparison with reasons / motivations from respective Managers / cost centre owners if overspend
- Provide monthly CAPEX actual spend vs budget report. Highlight discrepancies / overspend and submit action plan to rectify
- Approve all Capex spend in advance
- Prepare and submit new installations cost tracking spreadsheet, installation type average cost, and maintenance provision spreadsheet

Compliance

- Assist Operations Director and Procurement Manager to drive adherence / compliance to the Procurement Policy and Procedures
- Review and maintain SLA between Operations and Finance – annually
- Compile / review physical stock management and stock balancing procedures in conjunction with the Warehouse Manager and Inventory Management Specialist annually
- Assist Warehouse & Distribution Manager to review / update WHMOP regularly

Accounts Payable

- Pre-approve Operations Opex spend to your limit (budget provision)
- Sign off all Operations creditors' payments for accuracy (price, quantity, quality and PO) and legitimacy
- Adhere to all SLA requirements, especially w.r.t. submissions for payment, etc.
- Resolve all long outstanding payment queries in conjunction with Finance timeously

Inventory Management

- Assist Inventory Management Specialist to plan, prepare and execute monthly stock counting requirements unfailingly
- Investigate material stock counting discrepancies (surpluses & shortages) and record reasons
- Agree, capture and accept discrepancies on Inventory Management System (adjustments)
- Submit full stock reconciliation (100%) to Operations Director for sign-off
- Submit fully signed off stock reconciliation to Finance monthly
- Ensure all spares receipts are captured timeously
- Assist Warehouse & Distribution Manager and Logistics Manager to reconcile physical ATM stock per serial number and submit to Finance – monthly

Tool of Trade

- Manage entire Paycorp Fleet
- Formulate processes and procedures
- Manage fines process
- Manage Stannic card on-boarding and off-boarding
- Manage Stannic billing
- Manage Vodacom and MTN company contract
- Field Service Administration
- Analyse spend vs budget and raise areas of concern with relevant Manager, escalating when necessary

In order to be considered for the position, the following requirements must be met:

- Matric
- Completed financial Degree
- Min 2 to 4 years' experience in an Accountant role
- Budgeting experience will be an advantage
- Warehouse and Stock Management experience will be an advantage
- Must be proficient in MS Office especially Advanced Excel
- Financial systems experience, preferably with Inventory Management
- *A detailed reference will be obtained from your current manager for all internal applicants*

Behavioral Competencies:

- Planning & Organising
- Communication & Impact
- Customer Focus
- Problem-solving
- Initiating Action
- Contributing to Team Success
- Coping with stress / change
- Work Standards
- Passion & Attitude
- Continuous Learning
- Industry and Business Knowledge
- Driving for Results
- Adaptability