



**&BEYOND**

**TITLE** : South Africa Lodge Accountant  
**LOCATION** : Bateleur House; Johannesburg, South Africa  
**CONTACT PERSON** : [recruitment@andbeyond.com](mailto:recruitment@andbeyond.com)

&Beyond is built, almost entirely, on the strength of remarkable people who give passionately to their roles, work tirelessly, and have the guest experience at the core of their focus daily and care of the sustainability of our communities and environment. Every single ‘&Beyonder’ makes a huge difference to our success and our contribution to the world, regardless of their role or function. For this reason we choose ‘&Beyonders’ very carefully - they are the strength and the future of this company.

#### KEY OUTPUTS:

- Assist the Lodge Bookkeepers and lodge administrators
- Assist lodge managers/ Director with queries
- Prepare and review South African lodge balance sheet reconciliations & process monthly journals
- Prepare monthly management accounts for regional business units
- Prepare & assist with quarterly forecasts, annual budgets and high level forecasts
- Assist with year-end audit queries
- Assist in training of staff from various backgrounds and skill levels
- Capex tracking and related functions.
- Liaison with professional & legal advisors, tax authorities etc.
- Ad hoc tasks as required

#### DUTIES:

- Ensuring month end processes for a number of lodges are completed within the required timelines
- Process monthly journals related to South African lodges
- Ensuring the accuracy of data extracted from multiple platforms
- Provide variance analysis and other accounting support to central teams
- Preparing monthly Balance sheet reconciliations
- Assist with planning and co-ordination of the audit and address audit queries
- Maintain Fixed asset register and capital expenditure tracking
- Assist the Lodge Bookkeepers and lodge administrators
- Assist lodge managers/ Director with queries
- Bank reconciliations checks
- Circulating and reviewing monthly management accounts to lodges
- Reviewing the accounts to maintain financial integrity and standardisation across the region
- Ad hoc tasks as required

#### QUALIFICATION:

- BComm (Accounting) with 2 years’ experience

#### SKILLS & EXPERIENCE:

- Proficient with MS Office Packages (Excel)
- Advanced excel experience required (etc. pivot table, vlookups)
- Experience with Panstrat/Accpacc and / or Microsoft Access beneficial
- Analysis & Problem Solving
- Planning and Organisation

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Having and using knowledge of systems, situations, procedures and cultures inside the organization to identify potential organizational problems and opportunities; perceiving the impact and the implications of decisions on other components of the organization. Establishing a course of action for self and/ or others to accomplish a specific goal; planning proper assignments of personal and appropriate allocation of resources.

- Quality Orientation/Attention To Detail

Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job, accurately checking processes and tasks; maintaining watchfulness over a period of time. End product orientation. Attention to detail. Checks what's received and ensure quality of personal input before distribution.

**PERSONAL CHARACTERISTICS:**

- Diligent self-starter, with a high level of attention to detail
- Results focused, but willing to work with diverse personalities in a challenging environment
- Generate and maintain a positive momentum and high levels of productivity
- Maintain social, ethical, organisational and professional norms
- Keen willingness for ongoing personal development
- Excellent communicator
- Team player who works productively with wide range of people

*We reserve the right not to make an appointment.*