



Job Posting

Posting Title:	Accounts Team Leader
Job Description:	<ul style="list-style-type: none">▪ Supervising junior staff▪ Processing of accounting information▪ Processing of banking into accounting system (gathering, verifying)▪ Reconciliation of transactions▪ Generation of statistics and accounting reports▪ Interaction for external and internal audits.▪ Weekly cashflow reporting▪ Maintain fixed asset register▪ Credit management / control▪ Account and Contract administration▪ Petty Cash▪ Filing of documentation
Work Hours: (expected/anticipated)	40 Hours per week Monday - Friday
Minimum Qualifications:	Accounting Diploma
Preferred Qualifications & Technical or Business Knowledge:	Accounting Degree an advantage Accounting Processes GAAP / IFRS Tax and Customs Regulatory Knowledge
Application Materials:	Windows MS Office, BSP, SAP
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