

ALARIS ANTENNAS (PTY) LTD

All members of the company are to abide by the company's policies and procedures.

ANNEXURE A:

JOB PROFILE

1. POSITION	
Name & surname:	
Position title:	Accountant / Financial Account
Department:	Finance
Reporting to:	Financial Manager
2. REQUIREMENTS	
Minimum education (essential):	Grade 12
Minimum education (suggested):	B Com (Hons) degree with a minimum of 2 years commercial experience
Minimum applicable work experience (years):	3 years
Required nature of applicable experience:	Financial management in the Manufacturing industry
Computer literacy (essential):	MS Excel (Expert) MS Word (Expert)
Computer literacy (suggested):	Microsoft Dynamics NAV, 2 to 3 years' experience on any reputable accounting package
Language proficiency:	English
Other requirements:	<ul style="list-style-type: none"> ➤ Be a hardworking, driven, self-motivated, ambitious person who will be able to work independently and accurately ➤ Must be heavily involved in the day to day running of the company accounts, with the responsibility of making observations of the financial state of the organization. ➤ Excellent oral and written communication skills. ➤ People centric. ➤ Flexibility. ➤ Excellent organizational skills. ➤ Attention to detail. ➤ Self-driven. ➤ Good communicator. ➤ Good interpersonal skills. ➤ Assertive nature. ➤ Logical thinker. ➤ High levels of initiative. ➤ Work independently, with a high degree of responsibility. ➤ Work well under pressure and adhere to deadlines. ➤ Problem solving skills ➤ Good planning, ➤ Team player ➤ Organizational, analytical and decision-making skills. ➤ Confidentiality ➤ Accuracy ➤ Use Initiative.

	<ul style="list-style-type: none"> ➤ Professional approach. ➤ Excellent Administration ➤ Manage Creditors Clerk and Junior Bookkeeper
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3. KEY PERFORMANCE AREAS, WEIGHTS AND TASKS

Creditors	10%	<p>Capture invoices / credit notes onto NAV where necessary</p> <p>Correct all the allocations of transactions to creditors and general ledger accounts</p> <p>Preparation and approval of daily (ad-hoc) and weekly creditor payments</p> <p>Sign off creditor recons for month-end</p> <p>Review creditors to ensure that there is nothing in the 60-90-day column, thus ensure active movement in the aging</p>
Debtors	10%	<p>Capturing the debtor's payments and applying them to the invoices in the absences of the junior bookkeeper</p> <p>Allocate the payments and transfers to the relevant accounts</p> <p>Assist debtors that phone, fax or e-mail any requests promptly</p> <p>Drive the age analysis to ensure the aging does not become lazy</p>
Petty Cash	10%	<p>Physically count the cash and ensure that the petty cash reconciles on a monthly basis.</p> <p>Review the transactions captured in NAV to ensure its accuracy.</p>
Bank Reconciliation	15%	<p>Capture the banks daily in NAV (Futures, assist with credit cards (when needed) and Holdings USD and EUR accounts (when needed))</p> <p>Correct allocation of bank transactions to general ledger and creditors and debtors accounts</p> <p>Complete monthly bank reconciliations (Futures and credit cards)</p> <p>Calculate the weekly cash flow and send it to the relevant people</p>
Financial Accounting and controls	50%	<p>Reviewing intercompany transactions, calculating interest on a monthly basis and ensuring that the intercompany balance is zero when it needs to be.</p> <p>Actively manage and prepare month-end every month</p> <p>Prepare the monthly intercompany matrix, ensure that is balance to zero</p> <p>Prepare monthly audit schedules for balance sheet and selected expense accounts</p> <p>Managing year end process for reporting with the Auditors within the required timelines for Alaris Antennas and Alaris Holdings</p> <p>Analyze the recovery rates for the 3 production departments on a monthly basis, proper feedback to be provided to the HOD's</p> <p>Send out Flash results by the 4th working day of every month with commentary</p> <p>Flash for Defense and Services to be sent to the Group FM and Group CFO, brief summary to be provided in body of email</p> <p>Send out flash to the HOD of each department and business group by the 5th working day with commentary</p>

		<p>Sit with each HOD with their income statement by the 6th working day and sort out issues, notes to be taken and communicated with the Financial Manager</p> <p>Final income statements to be sent to Group FM and Group CFO by the 8th working day, with brief commentary in body of email</p> <p>Maintain Fixed asset register, ensure all assets are tagged</p> <p>Prepare VAT returns for the South African and Finnish VAT</p> <p>Prepare the supporting documents to be submitted with the VAT returns</p> <p>Ensure the maximum amount of cash (ZAR) is kept/transferred to the call account to earn maximum interest – Cashflow Management</p> <p>Assist Financial Manager with analytical reporting</p> <p>Ensure that the financial controls of the company are adequate and maintained</p> <p>Reporting all major errors in the NAV accounting system</p> <p>Become the NAV expert so that assistance can be given to other departments</p> <p>Challenging current working practices and finding ways to improve internal risk controls</p> <p>Proactively evaluating risks and internal controls against changing trends and market/economic conditions</p> <p>Safeguard all assets of the company</p> <p>Oversee the process of maintaining (new and current) bank beneficiaries</p> <p>Pre-approve all new and or amended bank beneficiaries in line with policy</p> <p>Pre-approve payments by verifying documentation and requesting payments.</p> <p>Ensure that the company complies with relevant laws, regulations and codes of business practice</p> <p>Communicate any findings openly to management</p> <p>Reporting irregularities to the directors</p> <p>Distribute customer item sales list to product manager and product owners on a monthly basis, investigate margins – to Claire as well??</p> <p>Assist with stock takes and ensure that everything is accurate for the auditors</p> <p>Assist colleagues in other departments with daily queries</p> <p>Take full ownership (oversee duties) of the Creditors Clerk and Junior Bookkeepers day to day functions - Coordinates activities and answers questions to guide accounting clerical staff -</p> <p>Supervision of any Accounts Payable and Accounts Receivable staff</p> <p>Training and mentoring junior staff</p> <p>Prepare / assist with budgets by department and for AA & AH</p> <p>Prepare and submit VAT, PAYE, TAX returns</p> <p>Organize internal audits</p>
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KPI Contract (DRAFT)	30%	<ul style="list-style-type: none"> ➤ Flash done by the 4th working day 	➤ 40%
		<ul style="list-style-type: none"> ➤ Final done by the 6th working day 	➤ 20%
		<ul style="list-style-type: none"> ➤ Monitor working capital of the company 	➤ 10%
		<ul style="list-style-type: none"> ➤ To sit with Supply chain Manager and new COO on a monthly basis, stock increases/movements to be discussed and communicated to the Financial manager 	➤ 5%
		<ul style="list-style-type: none"> ➤ Managing year end process for reporting with the Auditors within the required timelines for Alaris Antennas 	➤ 20%
		<ul style="list-style-type: none"> ➤ Ensure purchase price variance is always zero 	➤ 5%
Ad Hoc	5%	<ul style="list-style-type: none"> ➤ Any other duties as required by management ➤ Role could be subject to change as per company operational requirements 	

Please note that your responsibilities may change according to company circumstances but that any such changes will be discussed with you prior to implementation. The employee understands that the scope of their duties may vary according to the exigencies of the company's business and the employee will be required to adapt and comply with reasonable changes thereof.

Employee Signature

Date

Manager Signature

Date