

Job Title: Project Accountant

Role Overview:

The Project Accountant position is tailored for individuals aspiring to become Chartered Accountants (CA(SA)) and looking to transition into Project Management roles within project companies.

Desired Qualifications and Experience:

Education:

- Bachelor's or higher degree in Accounting or Finance.

Professional Qualifications:

- Completion of SAICA (South African Institute of Chartered Accountants) or SAIPA (South African Institute of Professional Accountants) articles is advantageous.
- Registration as AGA(SA) (Associate General Accountant).

Work Experience:

- 1-2 years of experience as an Accountant.

Skills:

- Highly detail-oriented and organised.
- Strong information gathering and problem analysis skills.
- Effective collaboration and teamwork abilities.
- Strong writing and reporting skills.
- Hands-on experience with accounting software, specifically:
 - Sage
 - Xero
 - Draftworks

- Microsoft Great Plains
- Ability to communicate and correspond effectively with SARS (South African Revenue Service).
- Experience in the mining and renewable energy sectors is advantageous.

Needs and Personality:

- Seeking candidates who are driven to achieve their goals and embrace innovative solutions.
- A strong work ethic and a readiness to engage deeply with projects, including “jumping in the trenches” when necessary.

Key Responsibilities:

Reporting Structure:

- Report directly to the Project Manager.

Liaison Duties:

- Collaborate with project engineers to facilitate project activities.
- Resolve issues with SARS and maintain effective communication.
- Work with financial advisors to build budgets that integrate with financial models.

Project Administration:

- General administration of projects, ensuring smooth operation.
- Handle monthly bookkeeping and prepare management accounts (including general and advanced journals).
- Assist in preparing and maintaining project budgets.
- Conduct expenditure and variance analyses on projects.
- Monitor contracts and covenants.
- Perform ad hoc tasks as requested by the Project Manager or Financial Manager.

Group Responsibilities:

Assist with group consolidation efforts, including:

- Group company loan reconciliations.
- Preparation and presentation of monthly management accounts.
- Handling complex accounting records for clients.
- Examine, analyse, and interpret accounting records to prepare financial statements (IFRS and IFRS for SMEs).
- Prepare tax returns (VAT, Company Tax, etc.).

Summary:

The Project Accountant role is positioned as an entry to mid-level accounting position with a clear pathway toward project management. It seeks candidates who are detail-oriented and possess strong analytical and communication skills, especially in the context of financial reporting and compliance. The ideal candidate would have foundational experience in accounting with aspirations to grow into a managerial role, particularly within the mining and renewable energy sectors.