

Role: ACCOUNTANT / SENIOR BOOKKEEPER
Location: Cape Town
Salary: Competitive
Start Date: 1 October 2019

Kindly submit the following in support of your application to careers@cape-epic.com

1. Motivate (in a cover letter) why you believe you are the perfect candidate for this role?
2. Indicate your salary expectations and availability

THE ROLE

Based in Cape Town, the Accountant/Bookkeeper will support the Finance Manager, and play an important role in the day to day finances of the Company, and events it organizes, by way of recording and retrieving financial details, maintaining financial records, processing payments, cash handling and salaries.

Candidates must have a calm and professional disposition, displaying a very keen eye for detail along with a sound understanding of accounting processes and procedures. The successful candidate must be comfortable working extended hours from time to time and travelling on events of up to 10 days at a time.

HIGH LEVEL RESPONSIBILITIES

- Support the Head of Finance and finance team ensuring smooth operation of all finance matters.
- Bookkeeping for 2 (possibly more) different Companies comprising:
 - Capture and reconcile up to 15 cashbooks
 - Capture and reconcile supplier invoices
 - Raise customer invoices and collect outstanding monies
 - Raise journal entries between the various companies (inter-company loan accounts)
 - Capture and reconcile all company credit cards
 - Ensure swift payment of invoices
 - Facilitate all international payments
 - Liaise with the designated ABSA personal banker
 - Monthly salaries, PAYE recons to SARS etc.
 - Manage petty cash for the office
 - Recon online payment gateway statements (e.g. VCS, Cybersource)
- Plan, organise and manage own workload to ensure your contribution to the Company's monthly financial processes are achieved in a timely and accurate manner.
- Producing Balance Sheet and Income Statement.
- Assist the Head of Finance with further monthly management accounts, preparation for annual audit.
- Assist with general operational requirements and administration as required from time to time.
- Any other duties that may be deemed appropriate to this role.

SKILLS & COMPETENCIES

- Must be highly competent working with the following software packages: Pastel Partner, Pastel Payroll, NAVision 2018, Microsoft Office Suite specifically Excel, Word and Outlook, SARS efile, SARS e@syfile
- Knowledge and understanding of VAT submissions, as well as multi-currency work in Pastel.
- Diligent, energetic and well organized with a "can-do" attitude
- Resilient under pressure
- Have a valid drivers' license

COMPANY OVERVIEW

Grandstand Management is the company that owns and operates the Absa Cape Epic and the FNB Wines2Whales. We're a young, passionate, innovative and dynamic, sports-oriented company that aspires to set new benchmarks in the world of international mountain biking.

We're a small fast-moving company that expects a lot from its employees in return for a stimulating work environment and typically very high levels of job-satisfaction.

OUR EVENTS

The Absa Cape Epic is the world's premier mountain bike race. The route changes every year, taking professional mountain bikers and aspiring amateurs from around the world through roughly 700km of unspoilt scenery and 15,000m of accumulated climbing over some of the most magnificent mountain passes in South Africa's Western Cape province.

The FNB Wines2Whales is a world-class 3-day stage race based in the Western Cape. The route embraces much of the Overberg's history and splendor. The FNB Wines2Whales is made up of three separate events that are spread over the ten-day race period – essentially these events are exactly the same as the route does not differ between them; the difference comes in terms of the races' focus.