NEWWORLD

Position Description

Vacancy Title: **Accountant**
Location:
Reports To: **None**

Objective

The Accountant ensures the accuracy, integrity, and compliance of all financial operations through the effective management of accounting activities, budgeting, forecasting, product costing, inventory accounting, asset management, and financial reporting. The role supported strategic decision-making by providing timely financial insights, maintaining strong internal controls, improving financial systems and processes, and contributing to the achievement of organisational and commercial objectives across the business.

Outcomes

Organisational Stakeholders

1. Financial Reporting

- Monthly financial statements were prepared accurately and submitted within established reporting deadlines.
- Financial records were maintained with a high degree of accuracy, ensuring the integrity and reliability of financial information.
- General ledger reconciliations were completed regularly, and discrepancies were identified and resolved promptly.
- Month-end and year-end closing processes were successfully completed in accordance with company requirements and accounting standards.
- Management reports were produced and presented effectively, supporting informed business decisions.

2. Budgeting and Forecasting

- Annual budgets and periodic forecasts were developed accurately and aligned with business objectives.
- Financial trends and business performance were analysed successfully, enabling effective planning and resource allocation.
- Variance analyses were completed and communicated clearly to management, supporting proactive corrective actions.
- Budget monitoring processes were maintained effectively, contributing to greater financial control and accountability.
- Forecasting models were enhanced and provided valuable insights into future business performance.

3. Product Costing and Commercial Analysis

- Product costing methodologies were implemented and maintained effectively, supporting pricing accuracy and profitability objectives.
- Cost and margin analyses were conducted successfully and contributed to improved commercial decision-making.
- Data modelling and scenario analyses were completed and provided meaningful recommendations for product portfolio management.
- Pricing structures were reviewed and supported through accurate financial analysis and market trend assessments.
- Commercial insights were delivered to management, contributing to improved profitability and business performance.

4. Inventory and Asset Management

- Inventory records were maintained accurately within the ERP system.
- Inventory variances were identified and resolved promptly.
- Company assets were recorded correctly, safeguarded, and maintained in accordance with company policies.
- Fixed asset registers were updated accurately and depreciation calculations were completed correctly.
- Fleet management information was monitored effectively and utilized for operational decision-making.

5. Operational Efficiency

- Operational costs were monitored and analysed effectively, providing management with valuable business performance insights.
- Cost-saving opportunities were identified and recommendations were implemented successfully where appropriate.
- Business unit performance analyses were conducted regularly and communicated effectively to key stakeholders.
- Financial data was utilised to support operational improvements and increased efficiency across business functions.
- Process improvements were implemented successfully, resulting in enhanced productivity and financial control.

6. Compliance and Control

- Financial operations were conducted in compliance with relevant accounting standards, regulations, and company policies.
- Internal control systems were maintained and strengthened, reducing financial and operational risks.
- Regulatory and statutory reporting requirements were fulfilled accurately and within required timeframes.
- Audit preparation activities were completed successfully, contributing to smooth audit outcomes with minimal findings.
- Compliance reviews were supported effectively, ensuring adherence to organisational governance requirements.

7. Systems and Process Improvement

- Financial systems and accounting processes were reviewed and improved continuously to enhance efficiency and accuracy.
- ERP data integrity was maintained successfully, ensuring the reliability of financial and operational reporting.
- System enhancements and reporting improvements were implemented and contributed to more effective decision-making.
- Automation opportunities were identified and utilised where appropriate, reducing manual processes and increasing efficiency.
- Financial and costing procedures were strengthened through the implementation of best-practice controls and processes.

8. Stakeholder Engagement

- Effective working relationships were maintained with auditors, tax consultants, suppliers, and regulatory authorities.
- Financial information and commercial insights were communicated clearly and professionally to management.
- Cross-functional collaboration was strengthened through proactive engagement with operational and commercial teams.
- Stakeholder queries were addressed promptly and accurately, enhancing service delivery and business support.
- Financial recommendations were provided effectively, contributing to the achievement of organisational objectives.

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Customer	
Quality Focus	Deliver quality.
People	
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting and Finance	Bachelor's Degree in Accounting, Finance, Commerce, or a related discipline

Work Knowledge and Experience

Minimum three (3) years' experience as an Accountant or Management Accountant.

Experience within a supermarket, retail, FMCG, or other high-volume transaction environment preferred.

Experience in cost accounting and inventory accounting.

Demonstrated experience in budgeting, forecasting, and management reporting.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Chief Financial Officer	
	Finance Manager	
External		
	Suppliers	
	Stakeholders	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Forthright	Speaks out frankly without hesitation, showing a direct manner.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Decisive	Reaches conclusions, promptly and firmly.
Well Organized	Controls tasks in a well thought out and critical manner

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 13 Sep 2026