

INTERNAL VACANCY

REF NO : ACCOUNTANT
DIVISION : GUARDING DIVISION – DURBAN
POSITION : ACCOUNTANT
CLOSING DATE : 11 AUGUST 2025

An Internal Vacancy exists for an **Accountant** in the **Guarding Division** based in **KZN Durban**.

The suitable candidate's main responsibilities and duties include, but are not limited to, the following:

- ✚ Income statement preparations.
- ✚ General accounting duties including processing journals
- ✚ Processing of provisions.
- ✚ Processing of purchase order requisitions Analysis of financial information.
- ✚ Full monthly accounting functions.
- ✚ Intercompany account balancing and processing of transactions.
- ✚ Petty cash reconciliations.
- ✚ BBBEE knowledge and experience
- ✚ VAT & TAX knowledge and experience
- ✚ Prepare Debtors Invoices
- ✚ Income and balance sheet reconciliations and processing of related transactions.
- ✚ General office administration.
- ✚ Various management and month end reports
- ✚ Prepare and consolidate reporting, including maintaining, updating, and compiling of Group Balance Sheet Recons.
- ✚ Sales reconciliations.

Preferred qualifications/attributes/skills:

- ✚ Grade 12 or equivalent qualification.
- ✚ B. Com (Accounting) qualification or degree
- ✚ Completed Articles
- ✚ SAP module experience advantageous.
- ✚ Relevant experience as an accountant.
- ✚ General accounting acumen up to trial balance.
- ✚ MS Office programmes proficiency required.
- ✚ Above average Excel skills is a MUST.
- ✚ Concise and accurate filing and general housekeeping is a MUST.
- ✚ The ability to communicate and present at all levels.
- ✚ Excellent written and verbal communication skills.
- ✚ Accuracy, attention to detail and ability to adhere to tight deadlines.
- ✚ Clean disciplinary, criminal and credit record.
- ✚ Ability to work under pressure.
- ✚ Required to work overtime from time to time and have own transport
- ✚ Clean disciplinary, criminal and credit record.

Interested candidates to E-mail CV and Internal Application Form to internalcv@proteacoin.co.za
Employment consideration will be in accordance with the Employment Equity Act requirements
Should you not hear from us within 14 days after the closing date, your application should be considered unsuccessful

CEO: C Diavastos
MM Selepe A Myatt HBN Yiga NR Msimangi TC Nyembe