

Trainee Accountant 3, 4 or 5 Year Training Contracts Available

We are a SAICA registered training office. We offer 3 article training contracts that provide on-the-job training and mentorship to trainee accountants. We pride ourselves on producing numerous competent professionals.

Our 5 core values create the acronym T.R.I.P.P.: Teamwork, Reliability, Integrity, Professionalism, and Personalised Service.

What we offer our Trainee Accountants:

- 3, 4, or 5 year SAICA Articles contracts
- On-the-job training, mentorship and guidance
- Subsistence allowance and use of shared company car
- Training and career development opportunities
- SAICA Membership fee paid on your behalf

Minimum Requirements:

- Postgraduates with a completed degree majoring in: Accounting Science (B. Com, B. Compt. with or without GDA/Hons/CTA.)

Main Duties and Responsibilities:

The Trainee Accountant is responsible to the Audit Supervisor in charge of carrying out the work allocated to them. The Trainee Accountant should keep the Audit Supervisor informed of progress and any problems or difficulties with the work. They should ensure the work is documented and concluded in accordance with the company's policies and procedures.

Knowledge:

- Fundamental concepts of auditing and financial accounting
- Intermediate computer literacy

Skills and abilities:

- Excellent attention to detail
- Work effectively in teams
- Communicate professionally with clients
- Work productively and in a challenging environment
- Write clearly and succinctly
- Set clear objectives and plan activities
- Uphold company ethics and values and act with integrity
- Exercise professional judgement
- Manage personal performance and learning trajectory
- Be prepared to travel within the Republic of South Africa on audits

Responsibilities:

- Produce client reports (AFS, minutes, certificates, management letters)
- Assist managers in identifying material issues
- Perform audit tasks timeously
- Be proactive in obtaining reliable and sufficient evidence for all audit procedures
- Complete Tax returns
- Perform other non-audit tasks as required
- Complete regular rating assessments as outlined by the South African Institute of Chartered Accountants
- Pass all tests and exams required to qualify for the ITC and APC within the prescribed period and number of attempts