



FINANCIAL ACCOUNTANT: CIRCULATION AND DISTRIBUTION – FINANCE

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As part of the S189 Restructure process, the above vacancy has become available.

As a Financial Accountant: Circulation and Distribution the successful incumbent will be responsible for providing support to the Ops Finance Manager: CIRC & DIST on all Circulation and Distribution processes and related accounting entries.

Responsibilities:

- To ensure all entries (revenues , vat , distribution fees , circulation expenses etc) are processed into GL on a monthly basis in respect of Circulation and Distribution
- Progressive compilation of all Circulation and Distribution statistics which will be used by Management for monthly discussions in CFO meetings as well as for strategic decision making
- Provide support and assistance with both Financial and ABC audits
- Assist Finance Manager with monthly management accounts including annual budgets and quarterly PR's
- Complete all balance sheet reconciliations
- Continuous control and update on the Distribution Contractors net situation
- Preparation and interrogation of the weekly / monthly Subscriptions Operations payments to contractors
- Testing of print orders (Print Costs versus IND Publishing numbers versus Charges from Distribution Contractors)
- Provides support to the Subscriptions Admin Team in terms of journals , GL codes etc
- Assist with the requisition entries as processed by Circulation operations department and continuous liaison with SSC Accounts payable with a view of improving and ensuring an efficient workflow
- Identify any risk in the Circulation and Distribution processes and bring to the attention of Management immediately
- Liaison with all stakeholders namely internal departments , distribution contractors , suppliers and other proprietors
- Report to the Financial Manager and support him with ad hoc projects as and when required

Minimum Requirements

- Diploma in Accounting / Financial Management
- 5 years financial experience within a large organisation (preferably publishing and distribution company)
- 3-5 years experience in liaising at all management levels

Required Competencies

- Must have the ability to think creatively.
- Be a self - starter that shows initiative and ability to work independently.
- Be extremely motivated and driven to work in a highly pressurised fast pace environment.
- Be highly flexible working long, irregular hours nightshift, weekends and public holidays
- Be prepared to travel long distances across the province and country.
- The ability to work under constant deadlines pressure

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All interested and suitably qualified applicants must submit a completed application form no later than 12h00 noon on **Wednesday, 06th November 2024** to Human Resources at: vacanciescape@corporateservice.co.za