



## Financial Accountant

### Introduction to SOLA

SOLA is a vertically-integrated provider of solar technology, finance and engineering expertise in Africa. SOLA grows businesses, connects communities and helps people prosper by advancing the adoption of clean energy throughout the African continent. Our team is committed to powering Africa with clean, affordable energy.

### The overall purpose of the position:

To assist the Financial Accountant in the day to day running of the Finance Department.

Reports to: Financial Manager  
Location: Cape Town  
Contract Type: Fixed Term Contract (up to 6 months)

### Summary of Responsibilities:

#### Technical

- Importing bank statements and updating cashbooks for SOLA Build and SFE PELE
- Extracting the Income statement and performing the monthly variance analysis in operating expenses
- Responsible for the petty cash recon
- Reviewing creditors reconciliations prepared by the Accounts Payable clerk for mid-month and month-end payment runs.
- Drawing up and extracting the Trial Balance – Income statement and balance sheet, with supporting documents from the trial balance, indicating reasons for monthly fluctuations
- Timeous preparation of statutory submissions (VAT / PAYE)
- Ensuring the proper allocation of costs to projects and COS vs OPEX allocations
- BOQ recons vs actual project ledgers
- Allocation of uncategorised costs on a monthly basis when reviewing the income statement
- Preparation of the Operations and Maintenance (O&M) invoices on a monthly basis
- Performing debtors follow-ups twice a month for operations and maintenance debtors
- Preparation of monthly management accounts
- Control over processes i.e. credit card processes/ expense claims processes/procurement processes/vehicle fines spreadsheet
- Processing foreign payments
- Ad hoc duties as required.

#### Administrative/Operational

- Sending departmental ledgers to various line managers to check on a monthly basis and processing amendments as necessary.
- Reviewing the employee expense claims - checking the valid supporting documents and allocating to correct ledger accounts.
- VAT and EMP201 submissions
- Assistance with BEE and Annual Audit
- Credit card allocations

## Interpersonal

- Communicate with a wide variety of stakeholders (both internal and external) on a daily basis using different communication methods (telephone calls, Zoom meetings, in-person meetings, email or Slack to mention a few)
- Complete work independently and with the necessary sense of ownership whether working remotely or in an office environment

## Key Performance Indicators

- Statutory submissions prepared accurately by the due dates
- Accurate preparation of management accounts by the 9th working day of the month

## Minimum Requirements:

- At minimum, a National Diploma in Finance, Accounting or Financial Accounting (a Degree or BTech would be advantageous)
- Must have 2 - 3 years experience in a similar role
- Experience with Sage One Accounting is essential
- Must be fully computer literate (MS Office Suite and Google App Suite) with a particular emphasis on MS Excel (intermediate to advanced)
- Must be fully proficient in English (verbal and written communication)
- Good interpersonal skills required for working in dynamic environment
- Ability to pay attention to detail with strong administration skills
- Able to work well under pressure
- The ideal candidate will be passionate about the renewable energy industry and the company's contribution to the future of energy.
- He/she will embody respect and responsibility in the full sense of the word, and will enjoy contributing to a team of highly knowledgeable professionals.

**If you are interested to apply for this vacancy, please submit your CV to [hireme@solagroup.co.za](mailto:hireme@solagroup.co.za) and complete the screening questionnaire [here](#).**

### CLEAN ENERGY FOR AFRICA

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