

SOLA

Bookkeeper

Introduction to SOLA

The SOLA Group is a vertically integrated provider of renewable energy solutions, aiming to transform Africa through clean energy. With over 15 years of experience, SOLA's expertise lies in the origination, development, financing, engineering design, project management and Operations and Maintenance of renewable energy facilities. For more information, visit www.solagroup.co.za.

The overall purpose of the position:

The position is primarily responsible for the overall accounting support to the Asset Management division by ensuring smooth functioning of the accounting records for the relevant project company portfolios.

Reports to: Financial Accountant (Asset Management)
Location: Cape Town

Summary of Responsibilities:

Accounts Receivable:

- Collaborate with the Operations team to determine and verify deemed energy events (events of interrupted generation), including logging incidents and calculating losses.
- Cross-check monthly client reports generated by Operations against revenue.
- Provision of accurate energy and revenue forecasts for projects and portfolios as required.
- Verify monthly energy invoices generated by metering software and tariff books
- Load the generated invoices accurately onto the financial accounting system
- Reconcile debtor statements to maintain accurate financial records of debtors.
- Manage debtors' books, circulation of debtor statements and following up with late accounts for timely payments.

Accounts Payable:

- Ensure all invoices received adhere to SARS compliance standards and are accurately captured in the accounting system.
- Obtain necessary internal approvals for invoices received from relevant stakeholders.
- Maintain the creditors book, ensuring accurate and up-to-date records.
- Reconcile creditor accounts monthly to ensure accuracy and resolve any discrepancies promptly.
- Maintain budget actuals for project companies, providing accurate financial data for decision-making.
- Ensure accurate and timely payments of creditors and interest while maintaining adherence to payment terms.
- Manage transfers between bank accounts efficiently.
- Maintain beneficiaries on banking platforms.
- Collect proof of bank account for all suppliers.
- Generate annual budgets in collaboration with relevant Asset Managers to align financial plans.
- Seek favourable payment terms (minimum 30 days) from suppliers to optimise cash flow.

CLEAN ENERGY FOR AFRICA

SOLA GROUP (PTY) LTD | T: +27 (0)21 421 9764 | INFO@SOLAGROUP.CO.ZA | WWW.SOLAGROUP.CO.ZA

DIRECTORS: B. DAMES | C. HAW | D. CHENNELLS | D. WILLS | S. HAW | T. BOARDMAN | REG. NO 2012/042769/07

Management Accounts:

- Allocate monthly cash book transactions accurately.
- Perform bank reconciliations to ensure accuracy and identify any discrepancies.
- Process monthly journal entries for review and authorisation by the Financial Accountant.
- Prepare management account reports timeously for review by the Financial Accountant.

Interpersonal:

- Cultivate and maintain relationships with customer and supplier accounting departments to ensure up-to-date records.
- Professional interaction with internal stakeholders and external customers or suppliers.
- Provide cover for another bookkeeper(s) if required.
- Provide ad hoc assistance on accounting and administration as required.

Key Performance Indicators

- Ensure Invoices adhere to SARS compliance standards.
- Accurately capture ingoing and outgoing invoices in the accounting system.
- Obtain internal approvals for all creditor invoices.
- Ensure accurate and timely payments.
- Timeliness of Management Accounts.

Minimum Requirements:

- At minimum, have a National Senior Certificate with a minimum of 3 years' experience in a similar role (although a tertiary qualification in Accounting or Bookkeeping is advantageous).
- Sound analytical thinking ability to do bookkeeping for multiple companies.
- Previous experience in renewable energy would be advantageous.
- Experience with Sage Accounting.
- Experience with working on banking platforms such as Nedbank, ABSA, FNB & SBSA.
- Must be fully proficient in English (verbal and written communication).
- Must be fully computer literate, especially in Microsoft Excel and/or Google Sheets (MS Office Suite and Google App Suite).
- Must have strong financial acumen to function effectively in this role.
- Competencies such as attention to detail, confident communication, ability to work well under pressure, taking initiative and being forward thinking are essential requirements for success in this position.
- The ideal candidate will be passionate about the renewable energy industry and will embody respect and responsibility in the full sense of the word, while enjoying contributing to a team of highly knowledgeable professionals.

At SOLA one of our core values is *Dig Diversity* and we are committed to transformation and embracing diversity. This commitment is what drives us to achieve a diverse and inclusive workplace, representative of the demographics of our society. We therefore give preference to applicants from the designated groups in alignment with our Employment Equity plan.

To apply for this vacancy, please complete [this screening questionnaire](#) and send a copy of your CV to hireme@solagroup.co.za.

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