

VACANCY: FINANCIAL ACCOUNTANT

Location: Pretoria, Gauteng

Company: Adowa Property Managers (Pty) Ltd

Reporting to: Financial Manager

Closing Date: 31 July 2026

ABOUT THE POSITION

Adowa Property Managers is seeking a suitably qualified and experienced **Financial Accountant** to join our Finance team. The successful candidate will be responsible for supporting the financial management function through effective financial reporting, creditors administration, reconciliations, leasing support, statutory compliance, and general accounting activities within the property management environment.

KEY PERFORMANCE AREAS

1. Creditors Management

- Liaise with suppliers as necessary.
- Perform accounting and clerical functions to support financial managers.
- Match invoices to work orders/job cards.
- Process accounts for payment.
- Match payments to invoices.

2. Leasing

- Participate in the annual/semester leasing programme.
- Allocate rooms to approved students on Modus.
- Load leases on Sage Intacct.
- Management of movable assets on MD.

3. Information, Resource Management and Reporting

- Generate financial reports from Sage Intacct for performance analysis.
- Maintain accounting records by filing and safeguarding financial documentation.
- Reconcile bank statements with the general ledger.
- Maintain accounting databases by capturing data and processing backups.
- Protect company information by maintaining confidentiality.
- Prepare trial balances, income statements and balance sheets.
- Prepare opening balances and accounts at the beginning of the new financial year.
- Reconcile cashbooks for all rental properties.
- Manage movable assets on Sage Intacct.

4. Debtors / Creditors

- Ensure ageing reconciles to the Trial Balance and General Ledgers.

5. Ad-hoc Tasks

- Research, track and resolve accounting problems.
- Perform ad-hoc tasks allocated by the line manager or Executive Management Committee.
- Prepare documentation for internal and external audits.
- Prepare statutory returns.
- Conduct external audits.
- Reconcile intercompany accounts.
- Prepare balance sheet reconciliations.
- Conduct quarterly internal audits.

6. MINIMUM REQUIREMENTS

Qualifications

- Financial/Accounting qualification.
- Relevant accounting degree or equivalent qualification

7. Experience

- Minimum of **3 years' experience** in a built environment, estate, or property management environment will be advantageous.
- Experience working with **Sage Intacct**.

8. Behavioural Competencies

- Excellent verbal and written communication skills.
- Honesty, integrity and discipline.
- Strong networking and stakeholder engagement skills.
- Good planning and organisational ability.
- Strong analytical and problem-solving skills.
- Excellent client liaison skills.

9. HOW TO APPLY

Interested candidates who meet the above requirements are invited to submit their CV, together with certified copies of their qualifications, to careers@adowa.co.za.



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If you do not receive feedback within four (4) weeks after the closing date, please consider your application unsuccessful.

Adowa Property Managers is an equal opportunity employer. Preference may be given to suitably qualified candidates from designated groups in line with the Company's Employment Equity objectives.

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