



Nicolaas Grobler

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am willing to do any job I am presented with. Ideally I would prefer a position in Accounts Payable.

I offer a combination of accounting, credit management, administration, training & development and budget management competencies as well as strengths in financial controls, account reconciliations, report writing, payments, purchasing and staff management.

I am well versed and competent in accounting in general with core understanding of account preparation, analysis, balance sheets, management accounts, and budget.

Preferred occupation	Accountants Finance jobs
	Accounts Payable Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1970-10-18 (53 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2016.06 iki 2019.12**

Company name Powertech Transformers / SGB- Smit Power Matla

You were working at: Accountants

Occupation Assistant Accountant / Creditors Manager

What you did at this job position?

- o Financial Management
- o accurate preparation & processing of standard journal entries
- o Correct allocation of journals to cost centres
- o Accurate preparation of GL reconciliations for review by Financial Manager
- o Deep understanding of the nature and extend of all the GL accounts that carries into the trail balance.
- o Completion of Statistical returns for Statistical Services and for the Reserve Bank.
- o Working Capital Management:
- o Co-ordinate/prepare and complete cash flow forecast input for review by Financial Manager
- o Monitor daily cash balances and ensure that the company expenses stays within the cash flow forecast
- o Assist with the Preparation of EFT payments and ensure that they are processed on time.
- o Consolidate & review payment proposal run from SAP FI for Cape Town and Pretoria.
- o Perform cashbook bank reconciliations and ensure that the cash books stays up to date with the bank statement balances.
- o Financial Analyses
- o Monitor creditor reconciliations weekly to ensure that they are finished on time.
- o Produce SAP FI (AP) reports as required by Management
- o Assist with ad hoc assignments as required by management
- o Assistance in preparation of the annual budget, preparation of VAT returns, STATS SA and Reserve Bank returns.
- o Accurate Financial records in SAP
- o Journal processing and coordinate of month end of group costs.
- o General Ledger reconciliations- review and preparations
- o Financial Management - create & update customer master data:
- Verify & update vendor bank details on SAP as and when necessary in SAP FI (AP) module
- Develop, implement & maintain AP procedures & processes
- o Working Capital Management:
- Co-ordinate/prepare and complete cash flow forecast input for AP related
- Manage/assist with follow up problem vendor accounts
- o Financial Analyses:
- Monthly reconciliation of SAP FI (AP) module to general ledger
- Review & approval of vendor payment reconciliations
- Consolidate & review payment proposal run from SAP FI (AP)
- o Customer Service:
- Attend to problems/queries with vendors
- Produce SAP FI (AP) reports as required by Management
- Ensure regular & valid communication with internal customers re. status
- o Human Capital Development:
- Supervise subordinate staff in order to meet required objectives
- Provide coaching, guidance and support with daily activities
- Create opportunities for and attend to all needs regarding subordinates career development plans
- Support subordinates
- o Other:
- SAP FI (AP) module super user
- Assist Group Accounting Manager (GAM) with ad-hoc assignments
- Financial analysis

Education

Educational period **nuo 2003.01 iki 2005.11**

Degree Certificate

Educational institution Damelin

Educational qualification Credit Management level 1 to 3

I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Afrikaans	very good	very good	very good
Sesotho	good	basic	basic

Computer knowledge

- SAP
- Microsoft excel Advanced, Word, PowerPoint
- Software - ERP - packages, Oracle, Syspro, Ability.

Conferences, seminars

Diploma NQF level 5 - Finance for Non- Financial Managers 2014

- Management development program
- Budgeting and forecasting Course
- Telephone Etiquette

Recommendations

Contact person	Lerato Matlaletsa
Occupation	Senior Manager - Management Accounting
Company	SGB-Smit Power Matla
Telephone number	0812754428
Email address	nardo1@live.co.uk

Additional information

Your hobbies	Fishing, Camping, Rugby, Gardening
Driver licenses	EC Articulated Extra Heavy Vehicle > 16,000kg
Driver license from	1990-10-00 (33 years)
Salary you wish	25 000 nett R per month