



4th Floor, 140 West St, Sandown, Sandton, 2196



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Nerdware is proud to be on the lookout for amazing talent to join our team!

### About Nerdware

Nerdware is an award winning Digital Full Service Agency focused on Technology, Strategy, Design, PR, Media and Content.

"We develop digital experiences that transform brands and grow businesses."

Our mission is to empower our clients with the ability to learn more about, understand better and interact more efficiently with your customers and stakeholders using our holistic, multi-channel marketing platform which is equipped with a range of powerful and integrated tools.

### About the role

We are looking to hire a Junior Accountant with excellent organisational and analytical skills. The successful candidate will be detail-oriented, knowledgeable on statistics, have strong problem-solving skills, and an investigative nature.

The ideal candidate should have an understanding of the digital marketing industry, proficiency in financial management software, and excellent analytical and communication skills. Familiarity with South African financial regulations, including tax and BBBEE compliance, is essential.

### Responsibilities

- Process monthly accounting transactions with meticulous attention to detail and accuracy.
- Prepare monthly balance sheet reconciliations. .
- Ensure timely billing of debtors and payment of suppliers.
- Demonstrate proficiency in handling taxation matters using the SARS e-filing system accurately.
- Prepare and submit various SARS documents, including VAT, PAYE, and Income Tax filings.



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- Assist with Notice of Objections and address queries from SARS.
- Assist with Workman's Compensation and Unemployment Insurance Fund (UIF) matters efficiently.
- Assist with payroll processing and employee onboarding onto the business banking system.
- Utilise accounting software such as Xero and MS Office (Excel essential) effectively.
- Assist in the preparation of financial statements to ensure accuracy and compliance.
- Address and assist with queries from auditors.
- Perform other ad hoc tasks as required by the business.

### Experience and Qualifications

- Accounting degree or diploma with 2-3 years of relevant work experience as an Accountant.
- Demonstrated expertise in accounting and taxation.
- Experience with accounting software, specifically Xero.
- Basic understanding of payroll processes.
- Familiarity with SARS e-filing and other relevant systems.
- Strong communication and interpersonal skills, enabling effective collaboration and interaction.
- Exceptional attention to detail with a proven ability to meet deadlines consistently.

### What Nerdware will bring you

- A multiple Award winning smart, passionate, and fun team to collaborate with.
- A flexible working environment where we encourage forward-thinking and nurture ideas.
- We promote excellence at all levels in all roles and will work with you to ensure you are given every tool to succeed.

We look forward to meeting you!