



REGISTERED WITH THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS AND THE INDEPENDENT REGULATORY BOARD FOR AUDITORS

POSITION: ARTICLE CLERKS (SAICA/SAIPA) – Tyger Valley Area

A well-established Chartered Accountancy firm in the Northern Suburbs is in need of professional and presentable individuals to take on as article clerks for 2012. These positions form a critical part of the auditing teams and therefore only candidates who qualify, need to apply. We are looking for applicants of absolute integrity with excellent communication and leadership skills, who will ensure the independence, impartiality and professional stature of the office and work well in a team.

DUTIES AND RESPONSIBILITIES:

- Liaise with and handle clients professionally
- Making customer-focused decisions
- Researching on methods to improve the quality and efficiency of current services of the company
- Writing copy and approving marketing material
- Managing budgets
- Measuring success
- Ensuring timely delivery

BEHAVIORAL & FUNCTIONAL COMPETENCIES REQUIRED:

- Well Groomed (professional environment)
- Good Communication Skills (written and verbal)
- Reliable & Trustworthy
- Creative & Innovative
- Good Customer Service Skills
- Computer Literacy - Excellent MS Office (Word, Excel, PowerPoint, MS Outlook and Internet)
- Outstanding interpersonal skills
- Ability to solve problems
- Being pro-active and optimistic
- Outstanding organisational, problem-solving, and analytical skills
- Demonstrate ability to plan and organise projects both short-term and long-term
- Proven ability to handle multiple projects and meet deadlines
- Good judgment with the ability to make timely and sound decisions
- The ability to take ownership of work and meet deadlines
- Excellent time management skills

WE OFFER

- SAICA/SAIPA contract
- External as well as extensive in-house training
- Advanced IT environment
- Market related remuneration

QUALIFICATIONS REQUIRED:

SAICA articles

- B.Acc or B.COMPT
- B.Acc or B.COMPT Hons
- B.Acc or B.COMPT Hons (CTA)

SAIPA articles

- B.Com (Management Acc)
- B.Com (Financial Acc)
- Hons

Send **qualifying** CV's to: **cv@chartered.co.za**

Please use the following in your subject line: SAICA/SAIPA ARTICLES – YOUR NAME
If you are not contacted within **7 days**, please consider your application unsuccessful.
To fast-track the process, kindly attach a professional, work related photo of you.