

### **Getting the right job!**

If you're looking for a job in Finance or Accounting, chances are you'll find this formula a cinch: The right opportunity + the right skills = a great new job!  
If the right position comes up and you've got the skills employers want, the numbers are on your side.  
But what skills are today's Finance and Accounting employers looking for?

#### **Technical Skills**

From Finance technician to Accountant and Controller to Tax Analyst, every job has its own skill requirements.  
While junior employees might focus on data entry, bookkeeping, issuing cheques and posting transactions, senior staff may be required to implement new accounting practices, prepare corporate budgets and financial statements, develop financial reporting mechanisms and work with regulators and external auditors.  
Management-level jobs require specific skills like supervising, training and evaluating staff, managing projects and schedules, ensuring compliance with policies, and so on.

#### **Soft Skills**

Like other jobs, Finance and Accounting positions require a whole plethora of soft skills. Just about every posting in the field lists planning and organizational abilities, multi-tasking, analytical and problem-solving skills, communication skills, the capacity to work without supervision and under pressure, and the ability to work well in teams and on your own.  
Particularly relevant for workers who manage company funds are qualities like attention to detail, accuracy and a highly developed sense of discretion and confidentiality.

#### **Computer Skills**

You won't get far without proficiency in the Microsoft Office suite, particularly Excel. But you may also have to be familiar with industry-specific software like Great Plains, QuickBooks, Simply Accounting, SAP, CaseWare, tax preparation software and Audit Command Language. Find out which are most useful in your line of work.

#### **Industry Certifications**

Perhaps more than in any other industry, professional accreditations are critical in Finance and Accounting. Even people with no knowledge of Finance have heard of the Chartered Accountant (CA) designation, Certified Management Accountant (CMA) and Chartered Financial Analyst (CFA) designations. These qualifications are absolute musts for many jobs.

### **ITC, Qualification and Criminal Checks**

Given the intense scrutiny that Finance and Accounting staff are under these days, it's no surprise that all employers require applicants to be bondable and able to pass a criminal background check. Keep your nose squeaky-clean!

### **The Bottom Line**

Once you've audited your own "professional balance sheet"—your CV—you'll know how your skills add up. If you come up short, go for additional training. Just remember to tailor your CV to each job to make sure employers see you as a valuable asset! Cassel and Company can assist you with this.

### **Attributes of a Chartered Accountant**

The following 10 attributes of successful Chartered Accountants have been identified. As a Chartered Accountant you should be:

1. Informed about the latest international, finance disciplines and business trends
2. An innovative problem solver
3. A forward-thinking change specialist
4. Technology-literate
5. A collaborative team worker
6. A capable communicator of shared understanding
7. Service-oriented
8. Ethical
9. Professional
10. Reflective about your knowledge, skills and values.

### **Attributes of an Auditor**

To be successful, an auditor should possess certain desirable qualities, besides having his formal qualification. His qualification requires that he should be a qualified Chartered Accountant or having his CIA. Besides, the qualification he or she should possess the following qualities: -

1. Tactfulness
2. Cautious approach
3. Affirmation
4. Good temperament
5. Integrity and honesty
6. Attention to detail

He should possess the knowledge of common business laws with a sound knowledge of taxation provisions prevalent in South Africa.

An auditor is required to critically comment upon the Financial statements and should occupy the position of an expert in that field and should have a thorough knowledge of all Accounting principles and procedures as well as knowing the ways and means in which a business is being conducted.

By possessing these qualities, he can become a successful and effective Auditor.

Partner with Cassel and Company, and the above can be achievable!

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