

CARIEN

Senior Accountant / Financial Manager



Cape Town, South Africa

PROFESSIONAL SUMMARY

Results-driven accounting professional with over 20 years of experience across commercial and practice environments. Recognized for exceptional attention to detail, strong organizational analytical skills, and the ability to manage multiple priorities under pressure. A proactive problem-solver and deadline-focused professional, highly adept at both independent work and collaborating within teams to deliver accurate, high-quality financial outcomes.

KEY SKILLS

Financial Accounting	Account Reconciliation	Financial Reporting
Cost & Budget Control	Cash Flow Management	Payroll Management (VIP)
Taxation (VAT, PAYE, UIF)	XERO & Pastel Partner	Portfolio Management
Staff Management	Remote Collaboration Tools	ERP & Cloud Accounting

PROFESSIONAL EXPERIENCE

Property Management Specialist (Part-Time) **Jun 2025 – Current**

Short-term Property Management Agency

- Managing short-term property listings and guest readiness.
- Coordinating cleaning and maintenance staff to ensure high turnovers and quality standards.
- Managing inventory, furnishings, and procurement for property improvements.

Accountant (Half-Day) **Sept 2018 – Apr 2025**

International Industrial Engineering Firm

- Prepared weekly cash flow forecasts to ensure accurate liquidity planning.
- Managed full debtors' function, monthly statements, and account reconciliations.
- Oversaw monthly payroll processing, salary reports, and PAYE submissions using Pastel VIP Payroll.
- Compiled audit schedules and supported year-end audit executions.
- Prepared financial statements up to trial balance and balance sheet level.
- Presented financial and operational reports for quarterly board meetings.
- Provided virtual executive support, managing digital filing and cloud-based task management.

Bookkeeper (Half-Day)**Mar 2017 – Nov 2017***Hospitality & Tourism Business*

- Captured supplier invoices and performed weekly supplier payment reconciliations.
- Managed bank and credit card reconciliations and monthly cash flow.
- Handled monthly payroll capturing and salary reporting.
- Conducted VAT reconciliations and financial reporting up to balance sheet.

Moderator and Assessor**Oct 2010 – Nov 2015***Professional Educational Assessment Body*

- Set, moderated, and assessed evaluations for ICB-accredited business qualifications.
- Subject matter expert in computerized bookkeeping and Pastel accounting.
- Co-wrote learning media for accredited business certifications.

Group Accountant**Jul 2007 – Jan 2009***Major Property Development Group*

- Managed the Investment Division consisting of approximately 10 investment companies.
- Supervised a finance team of 6 (Bookkeepers and Creditors Clerks).
- Reviewed cash flow reports and monthly creditor payments totaling R15 million.
- Controlled monthly bond claim payments of approximately R70 million.
- Overseeing in-house rent-roll reports, debt collection, and arrears reporting.
- Optimized accounting processes and reporting templates.

Group Accountant**Jul 2006 – Mar 2007***Pan-African Media Holdings Group*

- Managed an accounting department of 7 staff members.
- Coordinated workflows and reviewed consolidated weekly/monthly reporting.
- Supported budget setting, forecasting, and target reporting processes.
- Oversaw treasury control and debtors' management.

Country Accountant**Dec 2004 – Jun 2006***Regional Media Services Firm*

- Full accounting function for three regional entities (South Africa, Lesotho, and Swaziland).
- Managed statutory reporting, payroll, and HR functions across territories.

Accountant**Aug 2002 – Nov 2004***Chartered Accountancy Practice*

- Performed full bookkeeping functions for a diverse portfolio of clients up to Balance Sheet.
- Managed statutory returns (VAT, PAYE, SDL, UIF) and Fixed Asset registers.
- Prepared comprehensive audit files for final audit processes.

Business Analyst**Aug 2000 – Jul 2002***Major Financial Services Institution*

- Portfolio management for clients with annual turnovers between R50m and R400m.
- Managed credit exposure ranging from R5m to R30m.
- Performed financial analysis, risk management, and needs requirements analysis.

EDUCATION

- **Financial Management** – University of Pretoria (2003)
- **Accounting Specialization** – University of Pretoria (2001)
- **Bachelor of Commerce (Accounting)** – University of Pretoria (1997)
- **Matric Certificate** – Transvalia (1994)

SOFTWARE & TECHNICAL CERTIFICATIONS

- Sage Pastel Partner / Pastel Express / Sage VIP Payroll
- XERO Cloud Accounting
- Microsoft Office Suite (Advanced Excel)

- Virtual Collaboration Tools (Zoom, MS Teams, Slack)

LANGUAGES

- English
 - Afrikaans
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