Remofilwe Seopa - Professional Accountant (SA)

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PROFILE SUMMARY

Dynamic accounting professional with seven years of experience in accounting, management accounting, tax and audit. A decisive and persuasive communicator with demonstrated problem-solving, leadership, and planning skills. An organized and reliable individual has adept at managing multiple priorities while maintaining a positive attitude. Proven track record of improving financial accuracy and operational efficiency in high-pace environment. Eager to take on additional responsibilities to achieve team objectives. Skilled in using accounting software's such as Drafworx, Caseware, Sage, SAP,Xero and Quickbooks

WORK EXPERIENCE

Audit Supervisor (Independent Contractor)
A2A Kopano | May 2025 – July 2025

- Manage, analyze, and report financial data to shape strategy.
- Keep a check on process and regulations, ensuring compliance with financial policies and regulations
- Conduct regular meetings with senior management to share audit findings
- Diligently keep a systematic check on the company's spending to improve organizational efficiency.
- Travel to clients' sites for auditory reviews and assessments
- Provide a qualitative and quantitate evaluation based on empirical data findings.
- Prepare balance sheets and audit statements
- Responsible and capable of giving guidance to the audit staff
- Independent review of financial statements
- Achieving fee and productivity goal

Senior Accountant
MGI RAS | May 2022 – April 2025

- Prepared and reviewed financial statement in compliance with IFRS
- Supervised the monthly and annual closing process
- Leads audits and liaise with the external auditors
- Maintain accurate records for audits and decision-making.
- Assisted in budgeting, forecasting and financial planning
- Accurately compute and submit taxes, staying current on tax laws.
- Stay informed on finance-related legislation, recommending compliance actions.
- Provided mentorship and guidance to junior accounting staff

Junior Accountant
Ramuedzisi Incorporated | Apr 2019 - Apr 2022

- Submit VAT and tax returns, including provisional taxes for SMEs.
- Prepare payroll for SMEs and submit PAYE taxes to SARS.
- Update trial balance and general ledger for clients.
- Post transactions and allocate bank statement transactions using Sage Evolution.
- Maintain and prepare the Fixed Assets Register, including depreciation calculations.
- Analyze financial data and extract relevant information.
- Conduct monthly reconciliations of accounts payable to supplier statements.
- Process bank statements and perform bank reconciliations.
- Prepare financial statements using accounting software and apply accounting principles.
- Document system descriptions and ensure compliance with relevant laws.
- Document testing results per auditing standards and manage tasks efficiently while maintaining quality.

Prepare management reports on findings from internal and external audits for clients.
- Participate in producing quarterly consolidated accounts for the group head office.
- Control and analyze financial statements and reports for all subsidiaries, including profit and loss, balance sheets, general ledgers, and tax computations.
- Ensure accuracy and completeness of local financial statements to maintain the quality and reliability of consolidated statements.
- Handle internal and project-specific accounting tasks, including client billing, managing project bank accounts, reconciliations, VAT, and annual returns.
- Assess the effectiveness of internal controls and communicate improvement ideas to supervisors.
- Lead meetings with stakeholders.

SAICA Trainee Clerk
Thole Chartered Accountants | Jul 2018 - Apr 2019
- Prepare financial statements using Excel and conduct monthly reconciliations of general ledger accounts.
- Interact with customers via phone, email, or in-person to provide information.
- Provide clerical support, including data entry, document management, and overseeing office equipment operations.
- Produce high-quality communications for internal and external use.
- Book and prepare meeting rooms, arranging refreshments as needed.
- Perform external audits for SMEs and prepare budgets and cash flow forecasts.
- Prepare interim financial reports and monitor cash flows and expenses.
- Manage the entire accounting cycle, from gathering information to finalizing reports and closing books.
- Prepare quarterly reports for various portfolio companies and verify transactions, product orders, and shipping dates, entering data into databases and reports.

EDUCATION

North West University
BCom Financial Accounting - 2017

CERTIFICATION

- **ACCA:** Business Analytics Course
- **SAIT** – Tax Technician Practitioner
- **SAIPA –** Professional Accountant

SKILLS

- Verbal and written communication
- Attention to detail
- Team player and ability to work independently
- Ability to work under pressure
- Analytical, research and problem-Solving
- Financial records review, account reconciliation, cash flow analysis, amortization, financial management, and tax accounting specialization
- IFRS 16 Application
- Recalculation of the ECL according to IFRS 9
- Caseware - Advanced
- Draftworx - Advanced
- MS Excel - Advanced
- SAP, Xero, SAGE Evolution and Payroll, Pastel - Intermediate
- Budget Analysis