

**ELICIA BOTHMA**  
**FINANCIAL MANAGER**  
**BACHELOR OF ACCOUNTING SCIENCE**



+27 (0) 82 804 4002



eliciabothma@gmail.com



Vredendal, Western Cape



[www.linkedin.com/in/elicia-bothma](http://www.linkedin.com/in/elicia-bothma)

Date : December 2021

RE : APPLICATION FOR ACCOUNTANT

To whom it may concern

I am excited to apply for the financial accountant position with you. My approach to financial accounting for my employer is to provide sound financial direction in each and every way to ensure confidence, growth, savings and profitability. As an analytical and experienced senior financial professional with more than 13 years of experience in leading a broad range of accounting and controller responsibilities, I am well positioned to exceed expectations as your next Financial Accountant.

I enrolled at Unisa for my degree in 2003. During my studies, I worked at Claassen Stone Auditing Firm. I gained hands-on experience in the financial industry from the very beginning of my part-time studies. I graduated from Unisa in 2008 and completed my articles contract with The South African Institute of Chartered Accountants in March of the same year.

My responsibilities as a Senior Audit clerk included, but not limited to the following:

- Evaluating financial statements and assessing accounts for accuracy and compliance.
- Investigating internal systems and operations.
- Assessing risk management approaches.
- Performing audits for other departments, as needed.
- Reporting on errors and fraud.
- Provide recommendations to improve weak internal controls.
- Investigate instances of possible fraud (even those considered immaterial) Perform reconciliations of financial and operating information.
- Monitor compliance with industry standards, laws, and guidelines

In 2008, I began working for Nashua as an accountant. As a result of my hard work and dedication, I was promoted to Financial Manager. For the past 13 years, I have successfully held this position. My responsibilities have included implementing financial controls, measures, and bookkeeping procedure.

In addition to my achievements as a Financial Manager, I also served as the Human Resources Manager, which included finding, screening, recruiting and training job applicants, as well as administering employee benefits.

I currently work directly under our Managing Director, standing in for him on the occasions where he is required to be absent. Through this opportunity, I've stepped outside of my comfort zone and gained a great understanding of what it takes to run a successful business. The director has given me full access to his companies bank, finance accounts and signing contracts, he knows he can trust me and that over 13 years I have proved that I am dependable and loyal. When our director is absent, I am responsible for keeping the business running with employees and clients.

From managing comprehensive accounting tasks and analysing financials and budgets to leading system implementations and producing detailed financial reports, I excel in performing and directing all accounting and financial concerns. My success in efficiently processing accounting transactions, analysing trial balances and preparing management income statements and balance sheets prepares me to make a significant impact on your organisation in this role.

I am ready to provide outstanding service within your company. I look forward to meeting with you and discussing how I am prepared to make a strong contribution in this role.

I feel there are no further growth potential in my current position and that I have reached the end of growth at Nashua. I am seeking new experiences and change to develop my skills.

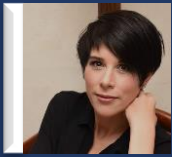
Thank you for your consideration.

Sincerely,

Elicia Bothma

082 804 4002

[eliciabothma@gmail.com](mailto:eliciabothma@gmail.com)



# ELICIA BOTHMA

## FINANCIAL MANAGER

### BACHELOR OF ACCOUNTING SCIENCE



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Vredendal, Western Cape



www.linkedin.com/in/elicia-bothma

#### PERSONAL DETAILS

Date of Birth	1984/05/08
Nationality	South African
Gender	Female
Marital Status	Married
Driver's License	Code B

#### LANGUAGES

English	Professional working proficiency
Afrikaans	Professional working proficiency

#### COMPUTER PROFICIENCY

Microsoft Outlook	▬	▬	▬	▬
Microsoft Word	▬	▬	▬	▬
Microsoft Excel	▬	▬	▬	▬
Microsoft PowerPoint	▬	▬	▬	▬
Pastel	▬	▬	▬	▬
IQ Bookkeeping and Payroll	▬	▬	▬	▬

#### HARD SKILLS

Recording financial transactions  
 Processing payments  
 Analysing and preparing financial reports  
 Preparing submissions relating to tax and payroll  
 Analysing and improving accounting systems

#### SOFT SKILLS

Communication and interpersonal  
 Decision making and prioritisation  
 Collaboration  
 Organisation and planning  
 Time management and multi-tasking

#### PERSONAL TRAITS

Collaborative team player  
 Analytical  
 Critical thinker  
 Professional  
 Self-motivated

#### PERSONAL PROFILE

Dedicated Finance Professional with 13 years of experience in accounting and financial management. Demonstrated talents in financial management and creating impactful strategies to achieve business objectives and increase revenue. Excellent recordkeeping, processing and reporting skills. Well-versed in providing analytics with insight and influencing decisions that support growth and development.

#### PROFESSIONAL EXPERIENCE

**POSITION** FINANCIAL MANAGER **2008 – 2021**  
**SCHOOL** NASHUA, VREDENDAL

Key responsibilities included but is not limited to ensuring the financial health of the organisation by managing the internal controls, analysing and preparing the financial reports and assisting with budgets and financial risk analysis.

#### DUTIES:

- Drove analytics and data consistency with expanded reporting, analysis and revenue forecasting support.
- Created and implemented effective accounting systems, best practices and policies by testing current internal controls.
- Prepared budgets and drafted financial reports, forecasts and executed audits for leadership for use in strategic planning and decision making.
- Established budgetary benchmarks and formulated financial management strategies by researching operating and historical financial records.
- Developed and managed short-term goals and long-term strategic plans to improve risk control and mitigation.
- Reviewed commercial business operations and performance reporting processes.
- Oversaw job assignments and schedules to keep pace with dynamic business needs, factoring in processes and employee knowledge.
- Created analytical framework for identifying and developing financial growth opportunities and reducing costs.
- Verified supporting documents for validity, accuracy and completeness before capturing payments or receipts on the accounting system.
- Verified and approved payment transactions (transfers, conditional grants, payroll transactions, S&T, etc.) which included authenticating correct classification and appropriate source documentation.
- Captured, maintained, verified and approved Masterfile information relating to creditors, debtors, payroll and assets on the accounting system.
- Developed and presented financial data, financial statements and variance narratives to Managing Director.
- Managed high volumes of financial activity such as accounts receivable and accounts payable which included the recording, collection, banking and elimination of uncollectible accounts in fast-paced, risk-based corporate environment.
- Performed general ledger and subsidiary ledger reconciliations which included bank, accounts receivable, accounts payable, suspense and interdepartmental accounts.
- Reconciled payroll data and prepared accurate, complete and timely statutory and other payroll returns such as PAYE, UIF, SDL, IRP5, pension, medical aid and performed year end accounts closure process in compliance with departmental policies and procedures and relevant statutory requirements.



## EDUCATION

UNIVERSITY OF SOUTH AFRICA (UNISA) 2003 – 2008  
**Bachelor of Accounting Science**

THE SOUTH AFRICAN INSTITUTE OF CHARTERED  
ACCOUNTANTS 2003 – 2008  
**Chartered Accountant**

## MEMBERSHIP

SAICA – AGA (SA) 2021  
Associate General Accountant  
Membership Number: 08077662

## PROFESSIONAL EXPERIENCE (CONTINUED)

- Manage and reconcile petty cash by issuing and recording funds, arranging for replenishment and ensuring the safeguarding of cash float.

**POSITION** SENIOR AUDIT CLERK **2003 – 2008**  
**SCHOOL** CLAASSEN STONE – SA CHARTERED ACCOUNTANTS, VREDENDAL

Key responsibilities included completing the training required as an Audit Clerk and Accounting Clerk while studying. Attained position of Senior Audit Clerk upon completion.

My responsibilities as a Senior Audit clerk included, but not limited the following:

- Evaluating financial statements and assessing accounts for accuracy and compliance.
- Investigating internal systems and operations.
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- Performing audits for other departments, as needed.
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Perform reconciliations of financial and operating information.
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*We certify that*

**Elicia Bothma**

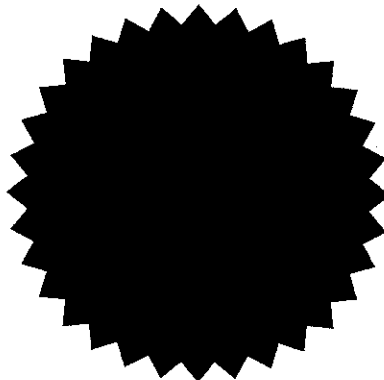
*having complied with the requirements of the Higher Education Act  
and the Institutional Statute, was admitted to the degree of*

**BACHELOR OF ACCOUNTING SCIENCE**

*at a congregation of the University*

*on 4 October 2008*

Vice-Chancellor



Executive Dean

University Registrar





The South African Institute of Chartered Accountants

16/05/2008

Mev JP Coetzee  
Claassen Stone  
P.O. Box 135  
Vredendal  
8160  
South Africa

00062251  
03035792

Dear Mev Coetzee

This serves to confirm that the Discharge of the following training contract/learnership agreement was processed on 16/05/2008

Learnership Title: Chartered Accountant : Auditing  
Learnership Code: 701/Q010001/00/480/7  
SETA: FASSET  
SDL details : L070701265  
Trainee number : 08077662  
Trainee name(s) : Elicia  
Trainee surname : Bothma  
Trainee ID number : 8405080047080

Initial term of training contract : 5 Years From: 2003/03/26 To: 2008/03/25

Lodgement date :

Yours sincerely

**ADRI KLEINHANS**  
**PROJECT DIRECTOR: TRAINING**






# AGA(SA)

Associate General Accountant (SA)

An associate designation of the  
South African Institute of Chartered Accountants



ASSOCIATE

MRS E BOTHMA

ASSOCIATE NUMBER

08077662

DESIGNATION

AGA SA

[www.saica.co.za/agasa](http://www.saica.co.za/agasa)