



# Lorato Louw

Curriculum Vitae (CV)

**What job i'm looking for? My positive points**

- Reconciliations (debtors & suppliers and bank reconciliations)
- Payroll
- Preparing annual financial statements
- Consolidations (preparing group financial statements including disclosures)
- Preparing budgets and consideration of actual figures vs budgeted figures. Obtain explanations for adverse variances and evaluate the reasonableness thereof and give recommendations.
- Perform analytical reviews for prior period financial figures vs current period financial figures.
- Analyze the variances.
- Sound understanding of International Financial Reporting Standards (IFRS)
- Evaluating whether an entity applies the correct accounting framework consistently
- Evaluating accounting policies
- Understanding of the Companies Act and King Report
- Stock counts & obtain reasons for variances.
- Preparation of cashflow statements
- Calculation of ratios. Interpreting the ratios and recommendations.
- Preparation of income statement, differentiating between product costs, period costs, variable & fixed costs
- Monthly management accounts

#### Auditing:

- Compliance audits
- Obtaining an understanding of an entity's system descriptions & controls.
- Designing & performing audit procedures to verify and confirm that activities are performed in terms of the system description.
- Designing & performing audit procedures to verify that controls are implemented, and they do function as intended. As well as evaluating the adequacy of controls.
- Risk identification and assessment
- Designing audit programs
- Planning the audit
- Liaising with various stakeholders
- Preparing audit reports and management reports
- Auditing the various aspects of the financial statements

I have been exposed to various industries and business environments. This has offered me the opportunity to adapt to change, understand a specific client's industry and business environment. I would appreciate the opportunity of using this knowledge, and my natural passion for financial matters, to become a motivated member of your team.

I can work under pressure. I am deadline driven. I am very analytical and have attention to detail. I like being part of a team.

I believe I will be a valuable addition to your company. I enclosed my resume for your perusal and hope that if you have any questions that require clarification you will not hesitate to contact me. I would greatly appreciate the opportunity for an interview.

Yours Sincerely

Lorato Elaine Louw

Preferred occupation Accountants  
Finance jobs

Dear Sir/Madam Finance managers  
Finance jobs

Finance officer  
I am an experienced Accountant with over 10 years of experience. I completed my Bachelor of Accounting Science degree with UNISA. I was registered for Honors (CTA Level 1) with UNISA. I await my results due to outstanding fees. I am passionate about all aspects of accounting/finance/tax. I have a vast amount of knowledge and experience in accounting, auditing and tax.

Bloemfontein  
Free State  
I am a member of the South African Institute of Chartered Accountants as an Associate General Accountant – AGA (SA) and a registered Tax Practitioner with SARS.

### Contacts and general information about me

In summary my expertise are as follows:

Day of birth 1983-03-31 (42 years old)

Gender Female

Taxation:

Residential location Johannesburg  
- Monthly tax submissions and calculations (Vat, PAYE, UIF, SDL)

- Evaluating taxes (income tax, withholding taxes, capital gains tax, vat, payroll taxes)

Telephone number  
- Company income tax calculations and ITR14 submissions

Email address  
- Individual income tax calculations and ITR12 submissions

- Trust taxation

### Work experience

- Lodging objections
- Tax directive applications
- E-filing
- EMP501 reconciliations
- Sound knowledge of the income tax Act

Accounting:

- Capturing of data up to general ledger and trial balance
- Capturing of supplier/customer invoices

Working period **nuo 2018.02 iki 2019.04**

Company name Transnet

You were working at: Accountants

Occupation Senior Consultant

What you did at this job position? Assist in managing the internal audit processes; Management engagement; Identify controls and significant risks; Test the efficiency and adequacy of controls; Conduct process walkthrough and document the Key Business Process Report periodically on the progress of the audit delivery; and Develop and Maintain relationships with key stakeholders Compile reports on the results of internal audit exercise; Submit file for Quality Assessment (QA) and attend to review notes; Develop and maintain relationships with key stakeholders; and Report periodically on the progress of the audit delivery; Conduct performance reviews and contribute to performance feedback for all levels of staff.

Working period **nuo 2015.01 iki 2017.12**

Company name Sizwe Ntsaluba Gobodo

You were working at: Accountants

Occupation Trainee Auditor

What you did at this job position? Auditing: Performing audits for private and state-owned entities; I have performed audit procedures on a wide range of account balances and transactions in the financial statements; I have prepared management representation letters; I have assessed the going concern assumption used by management; I have evaluated workings by management on the going concern assumption; I have issued findings to a client and management reports; I have prepared audit reports; Accounting: Preparation of Annual Financial Statements based on each company's reporting framework (IFRS for SMEs or full IFRS); Preparation of consolidated annual financial statements and disclosures; Account for intercompany transactions & shared services; Taxation: Company income tax calculations and ITR14 completions and submissions; Individual income tax calculations & ITR12 submissions; Vat calculations and submission of VAT201s; PAYE calculations and submission of EMP201s; Donations tax; Trust income tax calculations; Lodging objections ; Tax directive applications;

Working period **nuo 2012.09 iki 2013.12**

Company name Financial Junction Investments

You were working at: Accountants

Occupation Senior Accountant

What you did at this job position? Daily capturing of bank, petty cash and credit card statements; Ensuring vat is captured correctly and journals; Perform monthly reconciliations and vat packs; Capture individual accounts for personal income tax submissions; Prepare VAT Submissions on the rolling two-month submission periods; Keeping the accounting systems up to date at all times and preparing monthly management accounts, graphs and support Management reports; Produce Income and Expenditure spreadsheets over specific periods according to client requirements; Reconciling supplier ledgers and Debtors books, Age Analysis and Debtor Management; Daily Capturing of Debtors invoices for all clients where appointed; Do Payroll journals for members and Company Directors, PAYE UIF Capturing; Assisting in Year End preparation of Company Audit Files; Expense costs incurred by members from personal credit cards; Opening of New Client Files / Balance Sheets/ Assets etc; Annual financial statements; Tax calculations; Budgets, income and expenditure forecasts

Working period **nuo 2011.10 iki 2012.08**

Company name Liberty Life

You were working at: Accountants

Occupation Financial Advisor

What you did at this job position? Selling Liberty Life insurance & investment products; Advice clients on financial matters; Made recommendations to clients on how to best utilise their finances; Advice clients on products and services available; Advice clients on tax matters; Advice clients on wealth creation; Medical aid sales

Working period **nuo 2005.12 iki 2011.06**

Company name CMA Inc

You were working at: Accountants

Occupation Bookkeeper

What you did at this job position? Cashbook; Bank reconciliations; Debtors and creditors journal; Debtors and creditors reconciliations; Petty cash journal; Payroll (payslips, IRP5s and IRP5 reconciliations); Trial balance; Full set of financial statements; Management accounts & reports and budgets; Tax - Company and individual tax: Income tax (calculations & returns); PAYE (registrations, submissions and reconciliations); Vat (registrations, returns, reconciliations); Tax clearance certificates; Tax amnesties; Tax directives; Provisional tax

## Education

Educational period **nuo 2007.02 iki 2011.06**  
 Degree Degree  
 Educational institution UNISA  
 Educational qualification Bachelor of accounting science

Educational period **nuo 2001.02 iki 2004.06**  
 Degree Diploma  
 Educational institution Cape Peninsula University of Technology  
 Educational qualification Cost and management accounting

#### Languages

Language	Speaking level	Understanding level	Writing level
Setswana	good	good	good
English	good	good	good
Afrikaans	good	good	good

#### Computer knowledge

Pastel  
 Caseware  
 Quickbooks  
 SAP  
 Excel  
 Word  
 Teammate

#### Additional information

Your hobbies Running  
 Gym  
 Driver licenses B Light Vehicle ≤ 3,500kg  
 Driver license from 2009-11-00 (16 years)  
 Salary you wish 40000 R per month  
 How much do you earn now 40000 R per month