

## Personal Information

**Surname:** Stegmann  
**Name:** Quintilla  
**Identity number:** 8302150311084  
**Date of birth:** 15 February 1983  
**Nationality:** South African  
**Home language:** Afrikaans  
**Other language:** English  
**Residential Area:** Kameeldrift East, Pretoria  
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**Website:** <https://www.quintilla.co.za/>  
**Driver's license:** Code 8

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## Career History

**Company:** Celcom (Pty) Ltd  
**Job description:** Financial Manager  
**Period:** 2019 - 2020  
**Responsibilities:** Prepare and report monthly management accounts  
Cash flow management and banking  
Preparation and submission of PAYE and VAT returns  
Ensure complete and accurate financial accounting records  
Assisting external auditors with annual audits  
Assisting in stock counts  
Preparation of budget  
Preparation of sales representatives comm

**Company:** Getbucks (Micro lending)

**Job description:** Financial Manager

**Period:** 2016 - 2019

**Responsibilities:** Prepare and report monthly management reports required by the group  
Preparation of group and standalone financial statements  
Cash flow projections  
Preparation and submission of provisional tax, income tax, PAYE and VAT  
Reviewing monthly general ledger reconciliations  
Journal processing at month end and ad hoc journals when necessary  
Assisting external auditors with annual audits  
Submitting and follow-up on insurance claims  
Manage employees within the team  
Assisting in maintaining the fixed asset register

**Company:** Bakos Property Group (Construction of commercial and residential property)

**Job description:** Financial Manager

**Period:** 2015 – 2016

**Responsibilities:** Prepare and report monthly management accounts  
Prepare financial statements  
Cash flow management and banking  
Preparation and submission of PAYE and VAT returns  
Ensure complete and accurate financial and operational accounting  
Manage and reconciliation of petty cash  
Customer invoicing  
Journal processing  
Payroll administration  
General ledger maintenance  
Assisting external auditors with annual audits

**Company:** Watermans Registered Auditors

**Job description:** Senior audit clerk

Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.

Verifies assets and liabilities by comparing items to documentation.

Completes audit workpapers by documenting audit tests and findings.

Maintains internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.

Communicates audit findings by preparing a final report; discussing findings with auditees.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Contributes to team effort by accomplishing related results as needed.

**Period:** 2010 – 2014

**Company:** Judy Viljoen Management Services (Sectional title management)

**Job description:** Accountant

**Responsibilities:** Processing of cashbooks

Performing bank reconciliations

Capturing of annual budgets

Compiling financial statements

Account queries

Processing of month-end journals and transactions

Customer invoicing

**Period:** 01 July 2009 – 31 August 2010

**Company:** Revco (Debt collection)  
**Job description:** Data Management Supervisor  
**Responsibilities:** Preparing monthly client reports  
Monthly billing and invoices to clients  
Reconciliation of trust bank accounts  
Assisting with client account queries  
Manage and monitor the data management centre  
**Period:** June 2007 -January 2009

**Company:** Revco (Debt collection)  
**Job description:** Junior Bookkeeper  
**Responsibilities:** Reconciliation of trust bank accounts  
Preparing and capturing of sheriff accounts  
Reconciliation of sheriff accounts  
**Period:** 2006 – 2007

**Company:** Revco (Debt collection)  
**Job description:** Administration Assistant  
**Responsibilities:** Reconciliation of trust bank accounts  
Preparing payments for sheriff accounts  
Assisting with client account queries  
Capturing of data  
Switchboard operator  
**Period:** 2005 – 2006

**Company:** Revco (Debt collection)  
**Job description:** Data Capturer  
**Responsibilities:** Capturing data of new accounts  
Dealing with client account queries  
Switchboard operator  
**Period:** 2004 – 2005

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## Education

### Higher Qualification

**Intuition:** Unisa  
**Degree:** BCOMPT  
**Period:** 2011  
**Subjects:** Financial Accounting  
Taxation  
Auditing  
Management Accounting

**Intuition:** Damelin  
**Certificate:** Basic Accounting  
Practical Accounting  
**Period:** 2002

**Experience:** Microsoft office suite  
Caseware  
Pastel Evolution  
Pastel Partner  
Sage X3  
SARS e-filing

### Tertiary Education

**High school attended:** Hoerskool Wonderboom

**Highest standard past:** Grade 12 (Matriculated in 2001 with exemption)

**Subjects:** Afrikaans (HG)  
English (HG)  
Mathematics (SG)  
Accounting Science (HG)  
Biology (HG)  
Computer science (SG)