

Nonjabulo Mazibuko

South Africa, Cape Town
0796645440 • mazibukononjabuloh@gmail.com

Profile

Taxation Graduate and Trainee Fund Accountant with professional experience in fund accounting, financial reporting, audit preparation, and regulatory compliance within a corporate services environment. Recognised for accuracy, strong analytical capability, and the ability to meet strict deadlines while maintaining high reporting standards

Work Experience

Fund accounting intern

Nov 2024 - July 2025

Apex Fund Services Holdings, CPT

- Support in producing monthly, quarterly or annual fund reports.
- Gather documentation and data for internal or external audits.
- Ensure fund activities comply with accounting policies, regulatory regulations and internal control.

Trainee Fund Accountant

Aug 2025 - Present

Apex Fund Services Holdings, CPT

- Prepare financial statements for funds such as trial balances, profit & loss statement and balance sheets.
- Prepare fund portfolio valuations and calculations of Net Asset Value
- Prepare comprehensive audit files, including draft Financial Statements
- Ensure audit deliverables are completed within agreed SLA timelines
- Address and resolve audit, and trustee-related queries efficiently
- Perform monthly bank reconciliations and ensure accuracy of financial transactions
- SARB reporting and distribution

Education

Durban University Of Technology

Feb 2020 - Dec 2022

Diploma in Taxation

- Graduated

Durban University of Technology

Feb 2023 - Dec 2023

Advanced Diploma in Taxation

- Graduated

Technical Skills & Expertise

- Prepare VAT reconciliations and returns and assist with VAT audits in compliance with SARS regulation.
- Maintain adherence to internal controls, policies, and financial reporting standards.
- Prepare monthly income tax and quarterly deferred tax calculations.
- Receive, verify, and process creditor invoices for payment, ensuring all supporting documents are accurate and complete.

- Assist with the preparation of financial statements and management reports.
- Perform bookkeeping tasks, including recording journal entries and posting to general ledgers.
- Reconcile bank statements and assist with cash flow management.
- Conduct financial analysis and prepare variance reports.
- Ensure compliance with internal controls, accounting policies, and regulatory requirements.

Skills

- Excellent time management and ability to meet deadlines
- Analytical and problem-solving skills
- High level of accuracy, attention to detail, and tidiness
- Excellent verbal and written communication skills
- Professional client interaction and customer service orientation
- Works collaboratively within a diverse team environment
- Proactive, accountable, and self-motivated