

VACANCY FINANCIAL CONTROLLER

An opportunity has become available for a **Financial**, reporting to the Executive Finance Manager.

PRIMARY QUALIFICATIONS, SKILLS & EXPERIENCE

- Tertiary degree, in accounting (B. Com)
- Post graduate in accounting
- Completed audit articles
- 3+ 1 years of post-graduate work experience outside of auditing.
- Experience in managing a finance department.
- Competence with Microsoft Excel, especially an ability to work with pivot tables and advanced functions, and develop simulations/scenarios
- Accpac or experience in working with different accounting software packages
- CA (SA) will be advantageous

AREAS OF RESPONSIBILITY AND REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO

- Full management of the accounting function
- Month-end activities which includes the preparation/review of prepared journals and processing of month-end journal entries
- Prepare detailed Balance sheet reconciliations on a monthly basis
- Responsible for all Trial balance reconciliations and processing on time
- Prepare Statutory reports – WCA, SARS and stats SA quarterly reviews, CIPC submissions i.e. annual returns (XBRL compliant)
- Reconcile and Processing of Loan and Bank account entries, as well as cashbook and cash flow forecasts, if and where required
- Debtor and Creditors posting(processing), reconciliations and recoveries. – manage of staff and processes to close month ends
- Executing a variety of actions in the accounting system i.e. creating new accounts, opening/closing of periods etc.
- Control intercompany loans, fixed deposits and journals
- Assist with annual audits (internal and external), both on preparation of documents/packs and financial statements and liaise with auditors
- Enforcing internal controls and assist with the upkeep of the manuals and development of new procedures and policies where necessary
- To ensure compliance with internal financial and accounting policies and procedures including legislation and new industry developments as well as compliance with Group financial policies and procedures.
- All Taxation and VAT calculations, submissions and queries resolved
- Assist with the preparation of monthly management accounts, ad hoc reports and the distribution thereof to key stakeholders including variance analysis and forecasting
- Assist with the preparation of annual budgets along with the upkeep/management thereof
- Control the BEE procurement processes of the company, i.e. obtain latest BEE certificates, enforce procurement from approved suppliers only
- Assist with the automation of accounting and financial processes

- Manage the Fixed assets of the company, both actual and record keeping (tagging, disposal, transfer, depreciation)
- Assist with formal valuations performed e.g. statutory or other
- To play a proactive role in driving business profitability through analysis and interpretation of financial reporting, ensuring cost drivers and profit opportunity are well understood and managed.
- To ensure quarterly reviews to provide support to operation and ensure early identification of problem areas and escalation when necessary.
- Assist with/be custodian of the implementation of new systems i.e. development of a new landing system, upgrade of or conversion of Accpac or related system
- Have weekly/monthly meetings with key staff and to report on findings to EFM/CFO
- To ensure monthly and annual financial reports compiled and submitted to deadline.
- To interpret and analyze financial reports for the business to advise on improvement opportunities and support necessary business decision-making.
- To highlight and report variances from the established budget, reasons for variances and drive a culture that budgets must be met with full ownership from management team (overall company and by department)
- To actively drive accurate costing and pricing control to ensure sustainable profitability and competitive edge in the market.
- To ensure staff are effectively managed and held accountable through performance and disciplinary procedures, and that staff are developed and mentored through the talent management and IDP processes to drive capability in business.
- Full oversight and management of diverse finance functions: payroll, creditors/debtors, assets, cash flow, banking, approval of purchases and payments, reconciliations and accruals.
- Leadership and day to day management of the Finance department including the team.
- Develop and maintain strong relationships with all stakeholders, both internal and external.

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PRIMARY COMPETENCIES & REQUIREMENTS

- Experience in budget preparation and reporting
- Experience in goods and services procurement processes
- Ability to work at both a detailed and strategic level – e.g. making payments and producing annual financial delivery plans etc.
- Experience within a similar role especially with preparation of IFRS compliant annual financial statements
- Management of an accounting department experience will be advantageous i.e. mentoring and coaching, development plans, balanced score cards and performance appraisals
- Experience in Financial Reporting
- Strong and recent IFRS experience
- Delegation and team work
- Negotiation
Persuasiveness
- Punctual and deadline driven
- Customer orientated
- Planning and organizing
- Listening skills
- Excellent interpersonal (verbal and written) skills, specifically assertiveness.
- Effective general management skills

- Strong strategic, analytical, conceptual and problem-solving abilities
- We are looking for a dynamic, motivated, self-starter
- Knowledge of implementing new financial systems, policies and processes would be an advantage.