



JOB DESCRIPTION

REFERENCE NUMBER: EP557
JOB TITLE: Financial Manager
LOCATION: Cape Town
REMUNERATION: Market related

KEY RESPONSIBILITIES: **Financial Management**

- Effective planning and management through internal controls of the receipts and payments of the organisation and all its assets and liabilities and the integrity of the financial reporting.
- Timeous, comprehensive and actionable reporting.
- Effective and internal controls.
- Timeous presentations of realistic operational and capital budgets. Review performance against approved budgets.
- Positive audit reports.
- Effective implementation of investment policy, as directed by the Finance Committee and or Investment Committee.
- Completion of annual financial statements
- Preparation of investment schedules
- Over viewing of balance sheet reconciliation quarterly.
- Finalisation of salary inputs and authorisation.
- Review and acceptance of management accounts.
- Over viewing of income and feedback to CEO

Asset and Risk Management

- Cost – effective maintenance and risk management of Chest buildings, office equipment, vehicles and other assets.
- Acceptable costs of maintenance and insurance, within defined strategy and budget.

Other Duties

- As the head of the day to day operations of the finance department, responsible for the on the job training, coaching and monitoring of finance department staff.
- Manage with the assistance of the Management Accountant the planned implementation of the performance measurement / evaluation system.



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- Monitor the insurance needs of the organisation with the assistance of the Management Accountant.
- Perform investigations regarding effectiveness and efficiencies within the finance and formulate proposals for improvements.
- Service the quarterly Finance and Audit Committee Meetings.
- Oversee the IT requirements and needs of the organisation.

SKILLS AND ATTRIBUTES REQUIREMENT:

- Systematic, accurate and a positive approach to performing duties
- Strong analytical, investigative and reporting skills
- Must be able to deal with large volumes of work under pressure
- Must be proactive and have initiative.
- Presentable, effective communicator and possess a polite and helpful manner
- Impeccably honest, trustworthy and reliable
- The ability to think in "management accounting" terms – i.e. understanding the principles but also being able to project into the future
- Must be able to continue relevant studies to keep abreast of changing legislation.

EDUCATION / EXPERIENCE:

- A recognised accounting degree or other equivalent
- At least 3-5 years work experience as a Financial Manager
- Generally administrative systems and risk management practices.
- Current tax legislation and regulations.
- Computer literacy essential, Microsoft Windows and the MS Office Suite.
- Experience with the AccPac Accounting Software package
- Ideally completed a training contract (previously known as articles of clerkship) with a Registered Auditor

To apply please send a comprehensive CV and letter of motivation quoting reference number **EP557** to Genevieve Michel at info@talenting.co.za.