

## JOB PROFILE

Job Description	
<b>Job Title: Financial Manager</b>	<b>Job Grade:</b>
<b>Location: Kramerville</b>	<b>Department: Finance/ Accounts</b>
<b>Date: 22 / 06 / 2015</b>	
<b>Job Analyst's Name: Wesley Chembiah</b>	

**Primary Purpose of the Job**

To provide a full financial accounting service to the MD. Proactively manage the accounting process within this business unit thereby ensuring that all key budgeted financial ratios; objectives; deadlines and divisional standards are met.

To Manage the Finance department and to provided management with timely, accurate, reliable and meaningful information to achieve the company's objectives and to support the decision making process. Meticulous management of all accounting checks and balances and attention to detail

<b>Key Performance Area</b> (The major activities)	<b>Tasks and Outputs</b> (What is done to support the KPA and why it is done)	<b>Key Performance Indicators</b> (The measure of what is done)
Strategic Inputs and Financial Planning and Manage Financials	Provide inputs to the annual strategic Finance process	Input, feedback
	Contribute to the development of an overall business strategy for the business	Input, feedback
	Develop short, medium and long range financial plans and strategies to achieve the agreed business objectives	Input, feedback
	Preparation of annual financial budget and Capex packs	Budget, Capex schedule
	Publication of monthly management accounts (and explanations surrounding variances), inclusive of flash, pack debtors etc	Management accounts Accuracy
	Proactive management of financial ratios/budgets via quarterly profit forecasting	Ratios, Forecasting weekly
	Complete other statutory reconciliation's and submissions	Monthly Approval
	Complete journal entries where necessary	Sign off
	Prepare accounts and reconcile to bank statements	Sign off
	Peruse final accounts, ensuring that accounts reconcile to the general ledger and reconcile all balance sheet controls,	Sign off

	Ensure that financial records are maintained in compliance with accepted financial standards	review
Budgeting	Drive and manage the annual budgeting process - capex, operational and project budgets	Review with Project Controls dept.
	Receive approval for the annual budget and communicate departmental and project budgets to relevant managers	Annual with Project Controls dept.
	Compile projections for predefined costs versus income	Annual
	Review Organisational budget versus expenditure variances and highlight variances to management, monthly	Annual
Debtors and Creditors	Achievement of debtors and creditors KPI's	Review
	Manage of cash books and creditors	Review
	Ensure clients pay timeously, accurately	Review
	AP schedule to be managed with cash flow	Review
	Manage the clerks to ensure they achieve targets	Review
Audits and Financial controls	Preparation of year end audit files	Audit
	Manage Internal and External audit process and ensure it happens	Audit
	Implementation and maintenance of financial controls within the company to ensure compliance with all relevant legislation and policies	Policies and procedures
Treasury and Cash Flow Management	Responsible for input in daily cash flow model/forecast	Cash flow model with Project Controls dept.
	Monitor balances in bank accounts and Transfer money between accounts to ensure funds available for payments	
	Ensure surplus cash is invested to facilitate optimal growth	
	Actively managing the process around the cash flow model	Cash flow model with Project Controls dept.
	Assist the MD& Audit Committee with ad hoc projects	
Fixed Assets	Responsible for the maintenance and updating of Fixed asset register, all recon from physical to register	Review
Ad Hoc Projects		

<b>Specific Requirements</b>	
Overtime as and when necessary	
Must be able to interpret Financial information	
Must be prepared to escalate issues of findings within the accounting department to higher level management	
<b>Competency Requirement</b>	
<b>Formal Qualifications</b>	<b>Minimum:</b>
	<b>Matric</b>
	<b>C.I.S or B Comm. (Accounting) or related financial qualification</b>
<b>Prior Experience</b>	<b>Minimum:</b>
	<b>8 -10 Yrs. practical bookkeeping/accounting/ Management in a Finance environment</b>
	<b>Pastel Evolution / Acc Pac</b>
<b>Special Training</b>	<b>Minimum:</b>
	<b>Knowledge and understanding of PFMA &amp; Tax Acts</b>
	<b>Advanced Excel</b>

<b>Critical Knowledge and Skills Required (Hard skill competencies)</b>
Computer Literacy
Budgeting skills
Management accounting skills
Time management skills
Have a high degree of skills on Excel spreadsheets
<b>Critical Knowledge and Skills Required (Soft skill competencies)</b>
Attention to detail, Figure orientated, checks and balances
Good interpersonal skills, ability to work under constant pressure
Ability to manage difficult staff, Problem solving

<b>Disclaimer Statement</b>
No Job Profile can be all embracing. Associated duties, which can be reasonably considered to be part of the job, shall form part of the job responsibilities. In addition, if required, an employee may be allocated to other temporary duties, provided these are in keeping with their status and experience.
<b>DECISION MAKING</b>
Makes decisions in compliance with accounting standards
Cash flow input in conjunction with the MD and COO
<b>ACCOUNTABILITY</b>
Management Accounts
Cash Flow (Daily & Forecast)
<b>COMMUNICATION</b>
Verbal communication – Internal with dept. and Management, External with Clients and Bank
Written communication – Reports, Cash flow models, Management accounts, Financial budgets, Capex
Meetings