



Finance Manager - CGISA

Further your career by working at The Chartered Governance Institute of Southern Africa to provide sound financial support to the Institute. This is an exciting opportunity to contribute to the growth of corporate governance and company secretaryship in Southern Africa.

Type of position: Permanent
Location: Killarney, Johannesburg
Remuneration: R950 000 CTC plus discretionary 13th cheque

Requirements:

- Requirements: B Com(Acc), B Acc, B Compt, CA(SA), CIMA, ACCA, CGISA (with Accounting subjects) or other recognised accounting degree
- At least 7 years accounting experience
- Computer literate – Excel, MS Word, a recognized accounting package, Sage Evolution is an advantage
- Excellent verbal communication and numeracy skills

Responsibilities:

- Managing the company's financial accounting, monitoring and reporting systems
- Preparing monthly and quarterly management accounts against specific deadlines
- Preparing annual financial statements against specific deadlines
- Producing reports for board & board committees, attending meetings and reporting to board on financial matters
- Liaising with external auditors
- Managing all banking and investment accounts, including reconciliations
- Manage the preparation of budgets, forecasts, and actual reporting
- Monitoring and interpreting cash flows and predicting future trends
- Performing VAT calculations, reconciliations, submissions and payments
- Implementing risk management controls and internal financial controls
- Debtors control management
- Managing BBBEE certification process
- Develop systems and processes to support delivery of the objectives of the CGISA
- Manage contracts and relationships with external service providers
- Monitor administrative budget spend and update CEO on a monthly basis
- Responsible for administration and maintenance of the office
- To undertake any other tasks allocated by the CEO

Skills and Attributes:

- Strong team player attitude
- Strong customer service attitude
- Strong excel abilities
- Able to work under pressure
- Accountability, reliability and honesty

For further information on the CGISA, please log onto the website www.chartgov.co.za