

FINANCIAL MANAGER

JOB SUMMARY: The Finance Manager is responsible for all aspects of financial management, ensuring compliance with internal policies and procedures. S/he oversees the day-to-day work of the finance team and is responsible for the effective use and deployment of staff and financial resources. The Finance Manager is based at Philippi Village in Philippi.

REPORTING & WORKING RELATIONSHIPS: Reports to the CEO

ESSENTIAL JOB FUNCTIONS:

Financial Management

- Oversee the production and distribution of monthly management reports to agreed time scales
- Produce detailed quarterly cash flow forecasts to form the basis for the working capital request from Shareholders
- Produce financial reports detailing actual expenditure against forecast to agreed timescales
- Produce required financial reports for members of the team and Board of Directors
- Produce annual financial reports and statements to agreed time scales to comply with the requirements the South African legal framework.
- Develop annual budgets in collaboration with the CEO and Board
- Manage the payroll system and risk benefits offered to employees and ensure that payments are made to individuals, SARS and Risk benefit service providers to set timetables.
- Lead on tax planning, including VAT related matters.
- Maintain current standing with all mandated local tax and regulatory authorities, including submissions of payments and returns to same
- Ensure compliance with all statutory requirements relating to financial control, financial management and accounting
- Ensure appropriate external audit arrangements are in place and manage the audit process
- Ensure that all balance sheet reconciliations are produced on an accurate and timely basis to include bank reconciliations, debtors, creditors and inter-company loans
- Ensure implementation and adherence to finance policies, procedures and systems across all teams
- Support projects of and related to Philippi Village from a financial perspective

Grants and Fund Management

- Work with the team to provide financial input into programme budgets and funding applications
- In collaboration with staff monitor programme expenditure
- Oversee special financial audits
- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement

PERSON SPECIFICATION

- Broad financial management knowledge essential and added operational and business experience advantageous
- Qualified CA (SA) a requirement
- A minimum of 5 years' experience in a similar role
- Experience in the preparation and finalisation of accounts in accordance with current South African regulations
- Knowledge of strategic and financial planning including activity costing, benchmarking, fund tracking and KPIs
- Experience in budget preparation and reporting
- Experience in goods and services procurement processes
- Knowledge of current practice of internal auditing
- Highly numerate and able to analyse statistical information and interpret financial data to produce reports which can be understood by non-financial colleagues
- Excellent communication skills, both verbal and written
- Computer literate; fully conversant with the current uses of information technology in the workplace
- Ability to work at both a detailed and strategic level – e.g. making payments and producing annual financial delivery plans etc.