

FINANCIAL MANAGER

RESPONSIBILITIES:

Month-end:

- Month-end procedures and journals including but not limited to:
 - Depreciation; disposals and additions to assets; asset register maintenance.
 - Raising of relevant month-end accruals; based on cashbook processing and information provided by creditors department.
 - Expensing of prepayments.
 - Inter-group loan accounts (balancing and raising of interest and management fees monthly).
 - Raising leave pay provisions.
 - Raising provisions for debtor discounts.
 - Raising of petty cash entries.
 - Monthly adjusting of PAYE liability for ETI received.
 - MANCO preparations.
 - Full set of working papers reconciling all balance sheet items.
 - Group consolidation.
 - Group reporting.
- Sign-off on month-end.

Statutory reporting:

- Processing VAT to complete return on SARS eFiling.
- Preparing VAT Pack; including reconciliation of returns back to balance per GL as well as monthly turnover recon.
- Loading payment of VAT on eFiling and pulling through to banking system.
- Preparing and submitting the income tax returns for the group.
- Preparing the EMP501 recons and submission to SARS.
- Preparing and submitting the PAYE, SDL and UIF returns.
- Preparing and submitting the ROE submissions.
- Preparing and submitting any other statutory returns that may be required.

Bank:

- Processing of cashbooks.
- Bank reconciliations on both bank accounts and follow-ups on outstanding items with debtors and creditors departments.
- Completion of cash flow forecasts; which include the updating of actual bank balances; foreign creditor payments schedules; local creditor payments and forecast cashbook payments.

Year-end:

- Assisting with the preparation of lead schedules and tax schedules; as well as calculation of tax – both normal and deferred.
- Assisting external auditors with documents and queries as required.
- Full set of working papers including all balance sheet recons.

Audit:

- Assisting and preparing for auditors.
- Managing the audit process with deadlines.

Financial accounting:

- Performing all accounting requirements, including raising of the monthly related journals and full GL reconciliation requirements.
- Overseeing and authorising all fixed asset controls in the GL.
- Assisting the GM/MD with queries.
- Creating reporting to address KPI's set by the GM/MD.

Statutory reporting:

- Preparing quarterly, semi-annual and annual financial statements.

Management of team:

- Assisting, supporting and advising reporting staff with any financial requirements.
- Managing the performance of all direct reports.
- Creating a winning culture within Finance.

Ad hoc:

- Assisting with ad hoc investigations as required.
- Improvement to processes within Finance.
- Identifying automation opportunities.

- Managing finance projects.

REQUIREMENTS:

- BCom degree.
- 8 years' experience with SAIPA articles and financial management.
- Essential computer skills:
 - Accounting package.
 - MS Word (Basic).
 - MS Excel (Intermediate).
 - MS PowerPoint (Basic).
- Language proficiency:
 - English.
- Other requirements:
 - Driver's licence and willingness to travel.

The position is based in Centurion. Salary is market related.

Please note that preference will be given to EE candidates.

Please send your CV stating the job title in the subject line to recruitment@futurelearn.co.za.