

MANAGER: FINANCIAL REPORTING AND ACCOUNTING: FINANCE DIVISION

PURPOSE OF THE JOB

The Financial Reporting & Accounting Manager, responsible to the Chief Financial Officer, will be tasked with producing quality management reports to facilitate TASEZ's decision making, ensuring effective and efficient financial reporting.

KEY RESPONSIBILITIES

Optimum People Performance

- Plan, organise, lead, and control activities to ensure sub-functional objectives are met or exceeded
- Managing the performance of staff by embracing the values of TASEZ to ensure effective and productive performance of staff
- Guiding, coaching, and developing staff and adhering to relevant policies and procedures to manage staff performance

Prepare, Monitor and Report Budget

- Preparing internal budget guidelines to facilitate the budgeting process
- Providing Divisions with Treasury Guidelines to ensure compliance
- Assisting Business-Units in preparation of budgets
- Providing Divisions with previous expenditure to assist with budgeting process
- Consolidating annual budgets based on inputs from Divisions
- Monitoring and controlling expenditure against monthly budget
- Performing mid-year budget review to re-prioritize funds based on approved budgets
- Ensuring budget availability prior to procurement by Divisions

Prepare Accurate and Timeous Financial Reports

- Preparing variance report monthly for each Division and for the Company
- Investigating variances in terms of actual expenditure versus budget, prior to closing of the annual budget
- Preparing ad-hoc financial reports based on stakeholder needs to enable business decision making

- Reporting on over expenditures

Manage and Monitor Financial Assets

- Ensuring a healthy cash flow by making sure funds are readily available for payment of accounts
- Recommending when funds can be invested or moved into investment accounts in compliance with Policy and Funding Agreements, and in support of cash flow requirements
- Preparing fund transfer instructions to Bank upon approval of recommendation.
- Monitoring financial assets and reporting on its performance in terms of interest and balances monthly
- Monitoring performance of the financial instrument against industry benchmarks (e.g., bond index, JSE index)
- Ensuring surplus funds are invested as liquid instruments to support cash flow requirements
- Facilitating the petty cash function in line with Petty Cash Policy

Projects Costing

- Gathering qualitative and quantitative information from Project Leaders to determine cost elements pertaining to projects
- Conducting a cost-benefit analysis to determine project feasibility
- Making recommendations to project leaders based on cost-benefit analysis

Ensure Financial Compliance and Governance

- Preparing for internal and external financial audits in liaison with relevant Divisions
- Ensuring adequate information is available to internal and external auditors
- Providing comments on audit findings where necessary to mitigate risk

Financial and Risk Control

- Developing and implementing an annual procurement plan and budget, and monitoring and reviewing expenditure
- Identifying, mitigating, and monitoring potential business risks in relevant business unit
- Developing policies and procedures in relevant Business Unit which ensures alignment and compliance with relevant legislation
- Supporting SHE policies & procedures and ensuring compliance thereto

COMPETENCIES/KNOWLEDGE

- Knowledge of relevant legislation (PFMA, VAT ACT, Income Tax Act, Treasury regulations and practice notes, Public Sector Budgeting Framework)
- Practical application of IFRS and GAAP systems
- Knowledge and practical application of Financial Accounting Systems (e.g., Pastel, SAP, Oracle)

REQUIRED SKILLS

Planning & organisational	Analytical
Interpersonal	Communication
Numerical & financial	Building and maintaining relationships & partnerships
Report writing	Conflict resolution
Microsoft office	Accounting systems (PASTEL, Oracle)

ATTRIBUTES

- Ability to work in a team environment
- Honesty
- Flexibility
- Strong work ethic
- Persistence & Determination

QUALIFICATIONS

- Degree in financial management/accounting or NQF equivalent
- **Preferred:** Articles in completion of clerkship articles
- Post graduate qualification (Honours Degree) in financial management/accounting
- or related accounting fields

WORK EXPERIENCE

- A minimum of 5 years of experience in the accounting/finance environment
- Preferred: 2 years of management experience in the accounting/finance environment

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three Contactable References to recruitment@tasez.co.za.

CLOSING DATE

The closing date for applications **18 July 2022**.