

My Job Search

FINANCE MANAGER

Finance manager ,Midrand, Gauteng, South Africa

Description

Purpose of the Role:

The Finance Manager is responsible for the efficient planning, management and reporting on the financial management of the organisation, collaborates closely with the Chief Financial Officer and the senior management team (SMT) to provide guidance throughout the finance cycle from budgeting, expenditure, reporting and audit preparations.

In addition, the Finance Manager develops, co-ordinates and controls the budgeting process and provides necessary financial reports for donor organisations, the Board and SMT.

Duties and Responsibilities:

Financial and Administration Management:

- Responsible for the full financial management function and ensuring compliance with tax, governance and other statutory requirements;
- Responsible for developing and ensuring adherence to financial policies and procedures;
- Review monthly trial balance, balance sheet, general ledger and reconciliation of various ledgers;
- Responsible for transactional processing, accruals and account reconciliations payment and processing;
- Ensures that all transactions recorded in the accounting system are accurate and supported by adequate documentation;
- Review all payments for correctness, reasonableness and ensure timely payments to vendors and employees;
- Preparation of management reports (monthly, quarterly and year-end financial reports) for management;
- Review of management and financial reports and presentation thereof at management and Board sub-committee meetings;
- Prepare and review management accounts and reports to Project Managers in accordance with agreed reporting deadlines;
- Assist the CFO to formulate strategic and long-term business plans in line with the strategic plans;
- Assist in research and report on factors influencing business performance;
- Develop short-, medium-, and long-term financial plans and projections;
- Monitor the implementation of the strategic financial objectives and recommend appropriate investment opportunities to provide financial sustainability;

- Provide expert advice on the effective, ethical and prudent financial decision-making in the organisation;
- Prepare fiscal year budgets and budget monitoring reports;
- Monitor and control the processing and payment of all creditors and sundry cashbook creditors;
- Manage the debtor's component of core working capital maximising the organisation's cash flow by collecting all monies due timely and reduce the risk of bad debt exposure;
- Manage the cash flow together with all bank accounts, petty cash floats and company credit/debit cards, prepare/review cash flow projections on an ongoing basis;
- Prepare monthly cash flow forecasts and identify cost reduction opportunities;
- Responsible for the integration of the financial management and reporting of the programme into one system for donor and the organisation's use;
- Develop financial and administration policies and procedures;

Payroll:

- Monitor and control the salary and administration function ensuring that all payroll processing is up to-date and accurate;
- Ensure that payroll costs are allocated to the correct donors and projects;
- Adhere to the annual financial tax year and ensure returns (EMP201 and EMP501) submission to SARS are accurate and within deadlines;
- Ensure that 3rd party payments withheld during the payroll run are paid out as agreed;
- Ensure that all statutory payments are done timeously;

Governance and Controls:

- Lead audit processes, approve audit schedules and manage responses to auditors;
- Co-ordinate pre-audit meetings to establish expectations and requirements prior to the audit, make recommendations on findings and ensure that prompt corrective action is implemented where appropriate;
- Implement and monitor internal controls with regards to recording and accounting of ets and liabilities;
- Ensure that all data is captured correctly and complies with organisational policies and procedures and that accounting transactions are in accordance with accepted accounting practice;
- Monitor and review on an ongoing basis the system of internal and accounting controls and make and/or recommend improvement initiatives;
- Ensure compliance to fiscal laws and other regulatory requirements;
- Refine financial systems to ensure proper and transparent financial management in line with International Financial Reporting Standards (IFRS);
- Ensure that the organisation is SARS-compliant including with regards to income tax, VAT, UIF etc.;

Asset Register and Management of Assets:

- Provide oversight and management of ets owned by the organisation ensuring that all ets are recorded,

identifiable and allocated to funding sources;

- Ensure adherence to policies and standard operating procedures (SOPs) as well as donor regulations to control, monitor and record etc;
- Ensure that an effective et management system is implemented and maintained; Management of the Finance Team:
- Responsible for leading, training, motivating and directing a team to optimise workplace productivity and promote professional growth;
- Manage staff performance while ensuring adherence to company policies and procedures;
- Facilitate team building and team identity, and strengthen working relations between staff members;
- Manage staff development plans and other human resource matters and play a key role in building the financial management skills of the team;

Minimum Qualifications, Education and Experience:

- Degree in Finance, Accounting, Operations, an NQF Level 7 professional accounting qualification or MBA preferred;
- Minimum of 5 years grant management managerial experience managing international awards especially the Global Fund, USAID and GIZ funding or compliance driven environment;
- **Completed SAICA/ACCA/SAIPA articles;**
- Proven experience in a management position dealing with accounts, financial systems management and operations in a large and complex donor funded programme;
- Knowledge of logistics and procurement procedures and a demonstrable ability to solve difficult procurement problems and issues;

NB: This is a contract position up to 31 March 2025.

Advertiser details

Name	Jonathan
Phone	0823526387
Email	jonathant@sibanyebusgrp.co.za
Address	376 Azalea Avenue, Country View, ,Midrand, Gauteng, South Africa - 1687

More details

Company Name	Sibanye Business Group (Pty) Ltd
Advertised By	Agency
Job Type	Full Time
Language	English
Gender	Any
Drivers Licence	Code EB
Highest Education	Degree
Experience	4+ yrs
Salary	R 65,728-91

Link

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