

COMPANY	
POSITION AVAILABLE	Financial Manager
SALARY:	Negotiable based on experience
RACE:	Any
SEX:	Male or Female
QUALIFICATIONS:	Matric / B-Com and or Articles
COMPANY BENEFITS:	Provident Fund after your 3-month probation Medical Aid – 50% / 50%
EXPERIENCE:	Minimum 2-3 years' experience
DATE REQUIRED:	
<p>SKILLS REQUIRED:</p> <ul style="list-style-type: none"> • Pastel Evolution a “must” • Excellent excel skills for reporting purposes • Should have knowledge of ethical accounting practices and ensure they are adhered to • Should have good oral and written communication skills. • Ability to efficiently lead, delegate and motivate subordinates. • Management Skills <p>DUTIES WILL INCLUDE:</p> <p>Basic duties include but are not limited to full debtors', creditors' and bookkeeper functions as defined below (in no particular order):</p> <ul style="list-style-type: none"> • Client and vendor payment approvals and allocations • Customer collections including the control of any automated collection system such as the bank's ACB module. • Banking status and reconciliations • Ensuring SARS, Bank and any other documentation required is completed in order to efficiently run the business (e.g. Bank guarantees) • Sales and stock reporting and analysis • Ensuring client and vendor queries are efficiently resolved • Resolving legacy queries • Petty Cash control • Budget & Expense planning and reconciliations • Payroll submissions to Payroll department • Stock reconciliations • Cashbook reconciliations • Journal entries and reconciliations • General ledger reconciliations • Fixed Asset control • Creating and processing of Purchase Orders, Stock receipts, Picking Slips, Invoices, Returns and other documents required • Electronic Banking Administration • Document Administration 	

- Policies and Procedures Administration and implementation
- Electronic Database Administration
- Risk analysis & control
- Threat identification of any part or process of the business that affects profitability and reporting such to the Executive Committee.
- Trial Balance & management accounts reporting
- Statutory returns reconciled and submitted.
- SARS E-filing control and maintenance
- Ensuring the company's annual and interim audits are efficiently and speedily carried out with all queries resolved. Ensuring all documentation is in order and audit packs complete.
- Ensuring data integrity of the company's accounting system
- Ensuring subordinates are tasked correctly and accurately and reporting on such activities.
- Ensuring all personnel that are assigned duties fulfil them accurately and quickly with form timelines given.
- Other duties and responsibilities will be added on according to the needs of the company when required
- Analyze fuel billing
- Calculate rebates
- Calculate commissions for sales representatives
- IFRS Knowledge
- Ad Hoc Duties relating to the position