



MAHLAKO

BALANCING GROWTH

Role specification

We are looking for a candidate to join as our dynamic investment and advisory team as a Financial Manager. The Financial Manager is responsible for all aspects of financial management, ensuring compliance with internal policies and procedures. This position fills an integral role that involves working closely with the advisory, asset management and investment teams and builds the capacity of the finance team. The Financial Manager will oversee the day to day work of the finance department and is responsible for the effective use and deployment of staff and financial resources.

The ideal candidate will be:

- an individual with four or more (4+) years of experience as a financial manager within a small or medium sized company
- able to work under pressure and plan /prioritise workload.
- pay attention to detail.
- able to use own initiative.
- self-motivated.
- proactive and innovative in their approach to problem solving.

Key responsibilities will include:

Financial Information and Administration

- Compile monthly board packs (income statement, balance sheet, cash flow statement, ratio reporting), monthly management reports, quarterly cash flow forecasts and financial reports detailing actual expenditure against forecast to agreed time scales
- Produce required financial reports for members of the team and Directors
- Produce annual financial reports and statements to agreed time scales to comply with International Financial Reporting Standards and the South African legal framework.
- Collect, interpret and review financial information
- Predicting future financial trends
- Report financial results to the Board of Directors.
- Oversee cash management.
- Data and profitability analysis.
- Manage the payroll system and ensure that payments are made to individuals, SARS, Provident Fund and Medical Aid Providers to set timetables.
- Ensure that all balance sheet reconciliations are produced on an accurate and timely basis to include bank reconciliations, debtors, creditors and inter-company account
- Lead on tax planning, including VAT related matters.
- Maintain current standing with all mandated local tax and benefits registrations and requirements, including submissions of payments and reports (SARS, etc)



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Planning

- Analysing market trends and competitors
- Assist in formulating the company's future direction and support strategic initiatives.
- Monitor and direct the implementation of strategic business plans.
- Develop financial and tax strategies.
- Manage the capital request and budgeting processes.
- Develop performance measures that support the company's strategic direction.

Operations

- Participate in key decisions as a member of the executive management team.
- Maintain in-depth relations with all members of the management team.
- Manage the entire Accounting function.
- Oversee the financial operations of parent and subsidiary companies
- In collaboration with project staff monitor project expenditure

Business Plans and Budgets

- Developing long-term business plans based on these reports
- Plan the budget process.
- Prepare and present the departmental budgets.

Annual External Audit

- Ensuring appropriate external audit arrangements are in place and manage the audit process
- Ensure the audit is completed within the stipulated deadline.
- Review the annual audit pack

Risk Management

- Ensuring implementation and adherence to finance policies, procedures and systems
- Developing strategies that work to minimise financial risk
- Understand and mitigate key elements of the company's risk profile.
- Construct and monitor reliable control systems.
- Maintain appropriate insurance coverage.
- Ensure that record keeping meets the requirements of auditors all relevant agencies.
- Report risk issues to the Board of Directors.

Compliance

- Ensure that the company complies with all legal and regulatory requirements, i.e. (Good Governance, IFRS).
- Responsible for supporting the development and implementation of the EE plan.
- Drive the B-BBEE strategy to ensure targets set out are achieved



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To qualify for the role, you must have

- B.Com (Accounting) degree plus completed articles
- 4+ years of relevant work experience as a financial manager in a small or medium sized company
- Experience in the preparation and finalisation of accounts in accordance with current South African regulations and International Financial Reporting Standards
- Knowledge of strategic and financial planning including activity costing, benchmarking, performance tracking and KPIs
- Experience in budget preparation and reporting
- Experience in goods and services procurement processes
- Practical exposure to Accounting, Reconciliations Trial Balance and thereon
- Knowledge and working experience of MS-Word, Excel, PowerPoint and Accounting Software (Pastel, SAP, Caseware, etc.)
- Strong technical accounting knowledge
- Strong written and verbal communication/presentation skills
- Team oriented, collaborative, respectful, positive, flexible style and a strong work ethic

Ideally, you will also have:

- A professional qualification such as AGA(SA) or Professional Accountant (SA)

The successful candidate for this position will enjoy working with a market leading team in the Infrastructure advisory, investments and asset management, and support work on the redevelopment of South Africa's core infrastructure.