



## **JOB DESCRIPTION**

(Annexure "A")

### **FINANCIAL MANAGER**

**Document Ref: HR0100(47)**

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#### **POSITION REQUIREMENTS:**

<b><u>JOB FUNCTION:</u></b>	The Financial Managers function is to ensure that all company financial and management policies and procedures are carried out to the required standards, to achieve the company's financial and business objectives, whilst ensuring compliance with regulatory requirements
<b><u>QUALIFICATION:</u></b>	Matric with an Accounting / Financial Degree
<b><u>EXPERIENCE:</u></b>	4-5 years' experience
<b><u>SKILLS:</u></b>	General computer literacy to an advanced level (Microsoft Office) Strong interpersonal skills Very strong people management skills Strong at driving KPI's in a team Attention to detail and high level of accuracy Ability to work under pressure, multitask and prioritize Excellent time management and organisational skills Excellent co-ordinating skills, strong analytical and problem-solving skills Excellent written and verbal communication skills
<b><u>TRAINING:</u></b>	Computer Literacy and Training in MS Office and Syspro Export and Import INCO Terms Training VAT Regulation Training Commercial Terms and Managing Risk Training Minimum 5 years training in a Financial related role ISO9001 Awareness Training ISO14001 Awareness Training Legal Liability Training OHS Act Training

This document defines your duties, responsibilities and authorities as **Financial Manager** at LH Marthinusen, Denver

**REPORTS TO:** Divisional Financial Executive

**OTHER SIGNIFICANT RELATIONSHIPS:** Divisional CEO  
Senior Management  
Operational Managers  
Accounts and Commercial Staff

## **RESPONSIBILITIES AND AUTHORITIES:**

### **1. DUTIES AND RESPONSIBILITIES**

1. Adhere to and comply with the requirements and procedures of the Quality Management System as adopted by LH Marthinusen in accordance with ISO9001 standards
2. Adhere to and comply with the requirements and procedures of the Environmental Management System as adopted by LH Marthinusen in accordance with ISO14001 standards
3. Ensure compliance with the Environmental Responsibilities policy (HR\_0042)
4. Compilation and distribution of monthly management packs, other financial statements and reports that are appropriate for the users in accordance with generally accepted accounting principles (GAAP)
5. Develop, implement and ensure daily compliance with internal financial and accounting policies and procedures including all month end and year end requirements
6. Ensure that all statutory internal and external financial reporting requirements of the organization are met including, profit estimates, monthly and annual tax packs and all SARS required returns
7. Prepare audit pack with all supporting information for annual audit and liaise with external auditors as necessary
8. Ensuring accurate supporting information for all financial transactions are maintained
9. Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
10. Review of bank reconciliations
11. Ensuring foreign inward and outward payments are prepared and reported correctly to South African Reserve Bank
12. Purchasing of Foreign Exchange Contracts
13. Ensuring time sheets are captured on the system timorously and accurately
14. Ensuring system balancing and integration is done on a regular basis
15. Posting of credit notes, journals and adjustments as part of month end procedure
16. Reviewing monthly results and reporting monthly variances
17. Preparation of annual budget for the Financial Executive to review
18. Preparation of yearly insurance schedule for calculation of premium
19. Ensuring cash flow forecasts are prepared in accordance with policy
20. Oversee the bookkeeping, creditors clerks, cashbook clerks, data capturers function with regards to maintenance of the general ledger, accounts payable, accounts receivable and payroll systems
21. Assist with BBBEE audit verification processes
22. Develop and implement policies and procedures to ensure that financial information is secure and stored in compliance with current legislation
23. Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized and disposed of as authorised
24. To provide financial support and information to supporting financial staff and operational management
25. Assist the Executive team with financial reporting as required at monthly management meetings
26. Ah hoc assignments

### **2. AUTHORITIES**

1. Authorising of all cheque and EFT payments, ensuring all supporting documents and allocations are correct, prepared by the cashbook clerk
2. Verification of general ledger recons
3. Authorisation of journals

4. Authorisation of wages
5. Authorisation of purchase orders within the company limits of authority
6. Refer also to Actom limits of authority

The Company may also call upon you from time to time to assist with other tasks which might not be specified above, in which instance you would report directly to the Manager concerned.

	<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>DIVISIONAL HC MANAGER:</b>	Charmaine Hall		
<b>DIVISIONAL FINANCIAL EXECUTIVE:</b>	Kevin Knipe		
<b>DIVISIONAL CEO:</b>	David Sullivan		

<b>NAME, SURNAME &amp; EMPLOYEE NUMBER</b>	<b>SIGNATURE</b>	<b>DATE</b>