JOB DESCRIPTION

Position: Financial Manager

Reports to: Financial Executive

Job Function

A Financial Manager reports to the Financial Executive and is responsible for enforcing financial and management policies, achieving the company's financial and business objectives, and maintaining compliance with regulatory requirements. The role combines financial reporting, accounting oversight, tax compliance, treasury management, systems control, budgeting, risk management, and support for operational decision-making.

Qualifications

The position requires Grade 12 and preferably an Accounting or Financial degree, specifically a Bachelor of Commerce degree.

Experience and Skills

Applicants are expected to have a minimum of **2 to 5 years of experience** and advanced general computer literacy, including Microsoft Office proficiency. The role also requires strong interpersonal, people-management, team performance, coordination, analytical, problem-solving, written communication, and verbal communication skills.

Additional capabilities include:

- Attention to detail and a high level of accuracy.
- The ability to work under pressure, multitask, and prioritize, supported by excellent time-management and organizational skills.
- Knowledge of export and import Incoterms, value-added tax regulations, commercial terms, and risk management.
- Knowledge of artificial intelligence tools.

JOB DESCRIPTION

Core Duties and Responsibilities

Financial Reporting, Compliance, and Audit

The Financial Manager compiles and distributes monthly management packs, financial statements, and other reports for relevant users in accordance with generally accepted accounting principles and audit standards. The role also develops and enforces internal financial and accounting procedures, including month-end and year-end requirements.

The position is responsible for meeting statutory internal and external reporting obligations, including monthly management accounts, tax calculations, forward forecasts, annual and monthly tax packs, and required South African Revenue Service returns such as value-added tax and pay-as-you-earn returns. The manager prepares the annual year-end audit pack, provides supporting information, and liaises with external auditors when necessary.

Financial transaction records must be supported by accurate documentation. The manager also prepares monthly balance-sheet reconciliations and any other reconciliations considered necessary.

Accounting Systems and Team Oversight

The role develops and maintains accounting systems covering cash management, accounts payable, accounts receivable, credit control, and petty cash. It oversees the financial accountant, creditors clerks, cashbook clerks, and data capturers in maintaining the Syspro general ledger, accounts-payable, accounts-receivable, and inventory modules.

Responsibilities include reviewing and signing off monthly bank reconciliations, posting journals and adjustments during month-end procedures, and ensuring that Syspro balancing and integration are completed weekly and at month-end.

The manager also ensures that timesheets are captured accurately and promptly, and that automated postings remain up to date each day where automation is used.

Treasury, Foreign Exchange, and Cash Flow

Foreign inward and outward payments must be prepared and reported correctly to the South African Reserve Bank by the Accountant under the manager's oversight. The manager also oversees the purchase of foreign-exchange contracts and ensures adequate coverage is maintained to mitigate exchange-rate risks.

JOB DESCRIPTION

Weekly cash-flow forecasts must be prepared and submitted on time through the internal reporting system. The finance team must also submit daily cash requests for future payments.

Budgeting, Analysis, and Risk Management

The Financial Manager reviews monthly results, compares performance with budgets and forecasts, and reports significant variances after reviewing the monthly management accounts. The role also assists with preparing the annual budget and prepares the annual insurance declaration for submission to the insurer.

The position manages the acquisition of capital assets and ensures that assets are properly recorded, amortized, and disposed of within authorized limits.

Information Security and Governance

The manager develops and implements policies and procedures to secure financial information and ensure that it is stored in compliance with current legislation.

The role oversees the monthly updating of procurement, enterprise development, supplier development, and socioeconomic information on the organisations chosen external platform, and assists with broad-based black economic empowerment audit-verification processes.

Business Support

The Financial Manager provides financial support and information to finance staff and operational management, assists the Executive team with financial reporting for monthly management meetings, and completes ad hoc assignments as required.

	NAME & SURNAME	SIGNATURE	DATE
EMPLOYEE:			
MANAGER:			