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30 Helium Road, Rosslyn Ext 2, Gauteng, 0182

## FINANCIAL ACCOUNTING MANAGER: FINANCE DIVISION

### PURPOSE OF THE JOB

One of the responsibilities of the Financial Accounting Manager, reporting to the Chief Financial Officer, will be to ensure accuracy and integrity of TASEZ's financial systems.

### KEY RESPONSIBILITIES

#### Optimum People Performance/People Management

- Planning, organising, leading, and controlling subordinate's activities to ensure sub-functional objectives are met or exceeded.
- Managing the performance of staff by embracing the values of TASEZ to ensure effective and productive performance of staff.
- Guiding, coaching, and developing staff and adhering to relevant policies and procedures to manage staff performance.

#### Ensure Accurate & Timeous Payments

- Overseeing processing of supplier payments in terms of relevant policies.
- Overseeing payment of payroll and third-party deductions.
- Reviewing age analysis on a weekly basis to expedite payment.
- Reviewing payment batches or single payments that have been prepared to ensure accuracy, completeness, and validity.
- Loading payment batches on the EFT system

#### PREPARE ACCURATE & TIMEOUS FINANCIAL REPORTS

- Preparing monthly, quarterly, and ad-hoc reports.
- Preparing a monthly General Ledger reconciliation.
- Filing of CFO authorised General Ledger reconciliations for financial information and audit purposes.
- Providing financial support to Business Units

### **SUBMIT STATUTORY RETURNS**

- Preparing and reconciling returns (e.g., EMP 201, EMP501, VAT201, IT14, IRP6).
- Capturing of the above on E-filing or Easy-file upon approval.
- Processing payments of relevant statutory payments.
- Ensuring relevant tax compliance of relevant systems.

### **FACILITATE TASEZ ASSET MANAGEMENT**

- Reviewing of Asset Management Policy on an annual basis.
- Maintaining an up-to-date asset register.
- Re-evaluating assets on an annual basis.
- Overseeing the disposal of redundant assets in line with relevant policies.
- Performing depreciation tasks of assets in line with policy.

### **ENSURE FINANCIAL COMPLIANCE & GOVERNANCE**

- Preparing for internal and external financial audits in liaison with relevant Business Units.
- Ensuring adequate information is available to internal and external auditors.
- Providing comments on audit findings where necessary to mitigate risk.

### **FINANCIAL & RISK CONTROL**

- Monitoring the annual procurement plan against the budget, and monitoring and reviewing expenditure.
- Identifying, mitigating, and monitoring potential business risks in relevant Business Unit.
- Developing policies and procedures in relevant Business Unit which ensures alignment and compliance with relevant legislation.
- Supporting SHE policies & procedures and ensuring compliance thereto.

### **QUALIFICATIONS**

- Degree in Financial Management/Accounting
- **Preferred:** Articles in Completion of Clerkship Articles
- Honours Degree in Financial Management/Accounting and related accounting fields

### **COMPETENCIES/KNOWLEDGE**

- Knowledge of relevant legislation (PFMA, VAT ACT, Income Tax Act, UIF and SDL)
- Practical application of IFRS, GRAP systems
- Knowledge and practical application of Financial Accounting Systems (e.g., Pastel, SAP, Oracle)

## REQUIRED SKILLS

Planning and organising
Report writing and project management
Business acumen and decision-making
Presentation
Communication, change management and conflict handling
Building relationships and partnerships

## ATTRIBUTES

- Ability to work in harmony with co-workers.
- Honesty
- Flexibility
- Strong work ethic
- Persistence & Determination

## WORK EXPERIENCE

- A minimum of 5 years of experience in the Accounting/Finance Environment
- Preferred: 2 years of management experience in the Accounting/Finance Environment

## APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three Contactable References to [recruitment@tasez.co.za](mailto:recruitment@tasez.co.za)

## CLOSING DATE

The closing date for applications **31 October 2022**.