



P O BOX 1646  
FOURWAYS  
2055

## **Financial Manager**

### **Purpose of Position:**

An accomplished professional to take responsibility for the management of all aspects of the practices accounting systems and financial and administrative functions.

### **Duties and Responsibilities:**

- Manage accounting policies, systems and practices
- Accounting duties;
- Banking and finance
- Cash flow
- Management
- Accounting;
- Internal controls and procedures
- Maintain strict financial control over assets and liabilities
- Monthly reporting
- Prepare forecasts and budgets and manage closely
- Lease negotiations and legal review
- Reduction in overheads
- Risk management
- Ensure adequate systems are in place to produce accurate and relevant information
- Monitor expenditure and report on variances
- Analyse and interpret financial data and recommend changes to improve financial performance
- Recruit, train and manage financial and administrative staff
- People development and management
- Ensure effective systems are in place to guide staff
- Conduct performance appraisals with staff.

**Candidate requirements:**

- Qualified CA (SA) with at least 3 – 5 years experience in a similar role within a professional environment
- Excellent PC literacy (MS Office) and knowledge of Pastel Accounting (Great knowledge would be an advantage)
- Confident and decisive
- Proactive with strong leadership skills
- Adhere to principles and values
- Able to gather information and analyse problems
- Sound judgment
- Excellent planning and organizing abilities
- Keen customer focus.

**Remuneration: R400 – 450,000 per annum negotiable**