



## JOB PROFILE – FINANCE CONTROLLER

### JOB PURPOSE: SUMMARY OF MAIN PURPOSE OF THE JOB – WHY THE JOB EXISTS

We are looking for a results-driven, highly analytical and confident Financial Controller to manage and improve our organization's financial performance and direct our accounting operations. Duties of a Financial Controller includes processing accounting transactions, managing accounting records, ensuring compliance with company policies and regulations (SARS, Companies Act, etc), performing other accounting operations e.g. supply chain functions, analysing financial data, monitoring expenditure against budget targets, and ensuring accuracy of financial information.

Your analytical thinking and numerical proficiency as a Financial Controller will aid our organization in maintaining up-to-date and accurate finance reporting and finance documents aiding positive revenue and financial growth, implementing proper internal controls and achieving organizational targets.

### VALUE CREATION

Key Performance Area	Outputs <i>Key outputs of the Job – result of activities or tasks</i>	Tasks/Activities <i>Breakdown of what must be done to achieve the output</i>
<b>Implementation and Compliance with Company Policies and Accounting Management</b>	Process bookkeeping of all financial transactions in order to produce accurate accounting reports and Maintain general ledger according to Group Policies and IFRS: <ul style="list-style-type: none"> <li>▪ Trial Balance - Monthly</li> <li>▪ Balance Sheet – Monthly</li> <li>▪ Suppliers &amp; Debtors - Age analysis</li> <li>▪ Suppliers &amp; Client Invoices</li> <li>▪ Monthly General Ledger Reconciliations</li> <li>▪ Accurate Fixed Assets Register</li> </ul>	<ul style="list-style-type: none"> <li>▪ Capture all transactions from the bank statements and Credit Card statement in the accounting systems</li> <li>▪ Reconcile all Bank Accounts of the company</li> <li>▪ Posting sub modules and run balancing functions in Pastel</li> <li>▪ Investigate and correct any missing integrations</li> <li>▪ Prepare and process all general ledger journal entries in the accounting system such as:               <ul style="list-style-type: none"> <li>- Payroll</li> <li>- Credit cards</li> <li>- Debtor provisions</li> <li>- Cost of sale allocations</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Petty Cash Reconciliation</li> <li>▪ Valid Payment Requisitions</li> <li>▪ Internal Controls</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure that monthly general ledger reconciliations are completed, and reconciling items are resolved timeously, including monthly review and authorization thereof</li> <li>▪ Confirming intercompany balances and transactions.</li> <li>▪ Assess and recommend levels of general ledger accounting provisions</li> <li>▪ Process suppliers and Clients invoicing</li> <li>▪ Maintain a proper Fixed Asset register for the company and ensure that fixed assets verification/count is performed at least twice per year</li> <li>▪ Verification and preparation of documentation for payment</li> <li>▪ Processing verified payments on banking payments system</li> <li>▪ Reconciliation of all payment and updating supplier schedule</li> <li>▪ Payment and reconciliation of petty Cash (if any)</li> <li>▪ Ensure suppliers are paid timeously</li> <li>▪ Identify opportunities to improve internal control procedures</li> <li>▪ Perform operating policy compliance checks of procedures at finance as per the Group Standard Operating Procedures</li> </ul>
<b>Budget Monitoring</b>	<ul style="list-style-type: none"> <li>▪ Monitor budgets by ensuring that each expenditure item is linked to a budget line item and that budgets are updated quarterly.</li> </ul>	
<b>Profit and loss</b>	<ul style="list-style-type: none"> <li>▪ Allocate transactions to projects and produce monthly P&amp;L for each project.</li> </ul>	
<b>Compliance with Laws and Regulations</b>	<ul style="list-style-type: none"> <li>▪ VAT compliance</li> <li>▪ Income Tax, SDL, UIF and Compensation for Occupational Injuries and Diseases (COID) compliance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review VAT transactions and invoices to ensure compliance with the VAT</li> <li>▪ Prepare a VAT reconciliation for review by the Finance Manager</li> <li>▪ Complete the VAT 201 return and process the payment (where applicable)</li> <li>▪ Provide all tax data to Finance Manager and attend to all queries timeously,</li> <li>▪ Review computations for SDL, UIF and COID by HR and post transactions to the correct GL.</li> <li>▪ Process payments of the relevant tax on time and avoid penalties</li> </ul>

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		<ul style="list-style-type: none"> <li>Prepare information to respond to assessments, file objections and appeals</li> </ul>
<b>Strategy Development and Implementation</b>	<ul style="list-style-type: none"> <li>Financial budget, forecast and monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Prepare budgets according to strategy guidelines for each subsidiary</li> <li>Assist with the process of budget preparations and approvals by subsidiary Managing Director, Heads of Business Units, GCEO and Group Chief Advisors</li> <li>Review and report monthly budget deviations and/or variances</li> </ul>
<b>External and Internal Audits</b>	<ul style="list-style-type: none"> <li>Unqualified audit reports and improved internal audit findings</li> </ul>	<ul style="list-style-type: none"> <li>Prepare documentation for internal and external audits</li> <li>Liaise with internal and external auditors</li> </ul>

JOB COMPETENCIES: SKILLS, KNOWLEDGE AND ATTRIBUTES	
CORE COMPETENCIES	POSITION COMPETENCIES
<p><b>A: Skills</b></p> <ul style="list-style-type: none"> <li>Verbal and written communication</li> <li>Computer and software systems</li> <li>Logical thinking</li> </ul> <p><b>B: Knowledge</b></p> <ul style="list-style-type: none"> <li>Accounting skills and systems</li> <li>Accounts reconciliations</li> </ul> <p><b>C: Attributes</b></p> <ul style="list-style-type: none"> <li>Team player</li> <li>Initiative</li> <li>Attention to detail</li> <li>Deadline driven</li> <li>Professional</li> </ul>	<p><b>A: Skills</b></p> <ul style="list-style-type: none"> <li>Deadline driven</li> <li>Analytical</li> <li>Strategic thinker</li> </ul> <p><b>B: Knowledge</b></p> <ul style="list-style-type: none"> <li>Accounting Standards International Financial Reporting Standards (IFRS)</li> <li>VAT and Income Tax Act</li> </ul> <p><b>C: Attributes</b></p> <ul style="list-style-type: none"> <li>Be Meticulous</li> <li>Assertive</li> <li>Personal management</li> </ul>

QUALIFICATIONS	
<i>Minimum level of academic qualification necessary to perform</i>	<ul style="list-style-type: none"> <li>• Matric</li> <li>• Accounting degree</li> </ul>
EXPERIENCE	
<i>Prior exposure necessary to perform</i>	<ul style="list-style-type: none"> <li>• Minimum 3 years' experience in Accountant/Controller function</li> <li>• Knowledge of Pastel (Preferrable) Microsoft Office</li> </ul>
TRAINING	
<i>Specific training required for the job</i>	N/A
SPECIAL REQUIREMENTS	
<i>Other requirements specific to the job – minimum</i>	<ul style="list-style-type: none"> <li>• Clean criminal and credit record</li> </ul>
WORKING CONDITIONS	
<i>Shift work, Overtime, Travel, Uniform, Special conditions</i>	<ul style="list-style-type: none"> <li>• No travel. Usual finance extra hours at month-end and during budget period.</li> </ul>

**TO APPLY:**

Please send your full Curriculum Vitae and proof of qualifications to: [careers@ntiyisoconsulting.co.za](mailto:careers@ntiyisoconsulting.co.za)

**CLOSING DATE:**

Friday: 18 December  
17:00 (End of Business)