

Position Title:	Finance Manager
Position reports to:	Finance Executive
Direct Reports:	N/A
Office Location:	Adapt IT Johannesburg Campus

PURPOSE OF THE POSITION

An exciting opportunity exists for a suitably qualified and experienced individual to join the team as a Finance Manager (FM). Reporting to the Finance Executive, with a strong dotted line to the Divisional Executive, the FM will be accountable for driving business performance and finance priorities in line with the growth strategy. The ideal candidate will have previous experience in a similar role, and a proven track record of delivering results in such a role.

PRIMARY RESPONSIBILITIES FOR THE ROLE

- Overall responsibility for finance in the division through driving business growth priorities and monitoring business performance.
- Together with the management team, drive growth (organic and acquisitive) and maximise profitability in the division through effective business partnering, bringing financial insights into decisions.
- Responsible for complete and accurate financial and management accounts reporting for all entities within the sector which includes budgeting, forecasting, month end reporting, consolidation, interim and year end processes.
- Responsible for accurate and timely accounting on a business unit, portfolio, project and product level using best practice principals applicable to the ICT sector.
- Responsible for providing insightful and timely financial management information for product and portfolio decision making.
- Responsible for optimising and enhancing effective financial monitoring and driving continuous improvements in the finance function.
- Responsible for maintaining complete and accurate financial records for all entities within the sector which includes the Trial Balance, with focus on Reconciliations for Provisions and Accruals.
- Drive, quantify and track margin enhancement and savings projects and evaluate risk and opportunities on margin, challenging inefficiencies.
- Responsible for applicable statutory and regulatory requirements, including IFRS, tax planning and structuring.
- Responsible for preparing tax, vat, deferred tax computations and submissions, as applicable.
- Working capital management, including daily monitoring of cashflows, timely collection of debtors, with focus on reducing inventory and debtors' days and managing creditors payments and associated reconciliations. With focus on cost control.
- Managing, implementing and monitoring physical stock and ensuring adequate controls.

- Approval of online release of local payment and foreign payments and receipts, with the review of contracts for commercial terms where applicable. Including the reconciliation and balance sheet control of all bank accounts.
- Understanding the Capex requirements, budgeting and fixed assets register management.
- Responsible for implementing and continuous monitoring of internal controls and an appropriate financial reporting system, and ensure alignment with group at all times.
- Management of an effective finance team structure, including coaching and mentoring to direct reports, such as accounts payable team manager, Debtors team, etc.
- Responsible for the implementation and maintenance of the risk governance process, ensuring business risk owners formulate and maintain required controls to reduce risk.
- Develop a risk based internal audit plan with group and Internal Auditors and drive the internal audit process, including timely implementation of management actions.
- Responsible for facilitating the external audit completion with no significant findings.
- Strategically manage B-BBEE for the region.
- Any other responsibilities as and when required.

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Professional accounting certification - CA(SA)
- Postgrad qualification in business (MBA or equivalent) will be an advantage
- Written and spoken English
- Minimum 5 years relevant finance/accounting experience preferably in an ICT environment
- Strong influencing, communication and presentation skills, with high accuracy and attention to detail

Desired Skills

Integrating Finance with the business

Actively engaging Finance with other functions and roles (external and internal) using effective communication methods

- Explaining relevant financial issues in an understandable and persuasive manner
- Using effective communication to build trust and relationships
- Exercising judgment and creativity in making decisions

Business focused financial analysis

Utilizing financial analysis skills to optimize business decisions

- Assisting in linking value drivers to operational and financial performance to evaluate alternatives
- Identifying and interpreting trends and following up anomalies
- Providing the analytical detail to the level that fits the purpose
- Challenging business assumptions and proposals with financial analysis tools
- Effectively utilising of IT solutions

Driving Value



Actively seeking and implementing opportunities to maximize value in any aspect of the business.

- Setting a culture of finance continuously striving for better performance
- Challenging the current state in order to seek real improvements
- Embedding control, compliance, and segregation requirements in process and system design

Leading People

Motivating and developing people to deliver superior results in a responsible manner.

- Building and maintaining effective culture with Finance
- Creating a climate in which individuals and teams develop their potential and contribute their best
- Managing accountabilities and providing timely and constructive feedback
- Coaching and providing development opportunities that enable high performance

Living the Values

Aligning behaviours, decisions and actions with the company Values

- Ensuring compliance with all applicable policies, regulations, standards and governance requirements
- Treating all people fairly and consistently, and with dignity and respect
- Being ethical, honest and sensitive in all dealings
- Taking corrective action to address inappropriate decisions or actions

Leading Self

Taking responsibility and accountability for own behaviour, performance and development.

- Taking ownership for own performance and decisions and their impact on the business
- Demonstrating tenacity and resilience even when faced with obstacles
- Seeking opportunities for personal feedback, learning and development
- Acting decisively when tough or quick action is required

Managing Change

Initiating and implementing change with commitment and drive.

- Constructively challenging the status quo to improve performance
- Creating an appropriate sense of urgency for change
- Actively engaging others in the vision and purpose of change and influencing the change process
- Maintaining focus and seeing change through to completion
- Recognising and celebrating progress in implementing change

Business Focused Collaboration

Leveraging the broader organisation for value creation through sharing knowledge, experience, resources and skills.

- Sharing, seeking out knowledge, best practice and resources across the Group and the Business Units
- Valuing and drawing on others' skills and experience
- Thinking and acting in the interests of the Group as well as the Business Units

Strategic Effectiveness

Assisting (largely financial info and KPIs) with development and communicating rigorous and creative business strategies that drive sustainable value for the company

- Communicating a compelling and competitive business strategy
- Adding value by promoting innovation and leveraging new ideas

Personal Attributes

- Strong leadership ability with personal credibility capable of effectively interacting with all stakeholders
- Sound influencing skills in dealing with internal and external stakeholders
- Focused and results oriented, driven by excellence and a change agent
- Sound values with high integrity
- Effective communicator at all levels

Contact Person: [Nomzamo Skosana](#)

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