

# TALENT ON TAP

<b>Job Title: Divisional Financial Manager</b>	<b>Report To: Group Financial Manager</b>
--	---

## **Job Purpose:**

The Divisional Financial Manager is responsible for ensuring a smooth and accurate delivery of management accounts, items of statutory compliance and payroll matters. The Divisional FM will manage employees effectively to ensure deadlines are met and are of a high standard.

## **Job Role:**

### **Leadership Role:**

Ensuring consistency, reliability and accuracy of the information that is communicated between Alefnet shared services (HoldCo) and internal/external clients.

Inspiring a team to be customer centric and align themselves to the vision and mission of the company

## **Minimum Qualifications & Experience**

- Must have B.Com with Honours, Articles (CA (SA)/CIMA preferred)
- Have relevant experience in managing a team.
- Excellent inter-personal skills.
- Minimum 3 years' experience in audit field or in business post articles
- Payroll or payment process understanding or experience

## **Areas of responsibility include, but are not limited to:**

### **Business Manager:**

- Ensure that companies are tax and statutory compliant
- Preparation and submission of vat (VAT201) and employee taxes (emp201)
- Ensuring all tax submissions are submitted timeously
- Resolve SARS/Tax related queries
- Ensure all accounts receivables/invoicing is accurate and sent to customers timeously
- Ensure all overdue customers are being managed and are reported to senior management
- Manage the payover process for collections & recovery entities
  - ensure all payovers are done within deadlines and accurately
  - Ensure exceptions are being managed daily
  - Review and recon the payover schedules, processes and procedures
  - Ensure completeness and accuracy of the fee, commission and interest calculated and invoiced to customers
  - Ensure weekly and monthly invoicing is accurate and complete
  - Submit accrual income/accrual income fees to be posted at month end
- Ensure capturing of trust bank accounts into Sage
- Ensure trust reconciliations are taking place and differences are being managed effectively
- Manage annual/quarterly Audits
- Technically proficient in Drafting Annual Financial Statements and related full IFRS, Cashflow Statements and Tax Computations
- Preparation of the Collection and Recoveries monthly and quarterly management accounts



- Daily bank balance reporting

### **Payroll management**

- Ensure all new/terminated employees are captured correctly. I.e, Accuracy of payroll.
- Oversee, recon and analyse monthly payroll for the group of entities.
  - Ensure all deductions have been properly accounted for in the payroll run
  - Ensure payments relating to the deductions from employees are made to third parties and the necessary schedules are sent with deadline. (Example Old mutual and debt council)
  - Ensure accurate upload of payroll data (commission, overtime, incentives) onto payroll system
  - Run payroll report for sign off by each head of department/company
  - Upload payments and release payroll monthly
  - Ensure Company CIPC updates, new registrations and annual submissions are done timeously
  - Submission of employment equity for group entities
- Overseeing all audit and review requirements for all entities in the division
- Back office management
  - Fixed asset tagging system
  - Facility management / supervision
  - Oversee the running of the Sage ESS system.

### **People Manager:**

- A member of the greater business team.
- Represents the team in front of stakeholders, clients and/or users.
- Continuous learning
- Departmental innovation identification and revenue/cost/time saving

### **Client Manager:**

- Ensure Alefbet shared services is always represented professionally, ethically, and appropriately in all client interactions.
- Build cross functional relationships
- Contribution to learning through knowledge share.
- Proactive positive communication both external and internally

### **Product Owner – Reporting (Quality):**

- Ensure all reported information is accurate, comprehensive, and timeous.
- Ensure the pay over reported to client is accurate and complete within the stipulated deadlines
- Ensure Tax and CIPC compliance
- Ensure accuracy of Payroll VIP report

Salary 900k to 1.2m

CV's to Greer@talentontap.co.za