

JOB DESCRIPTION – Financial Manager

Reference number	FMHO27012012
Department	Finance
Region	Head Office
Physical address	146 A Kelvin Drive, Woodmead, Johannesburg
Recruiter	Anna Karovsky
Closing date	27/01/2012

MINIMUM REQUIREMENTS

- University degree in finance – B. Com (Hons), preferably a CA (SA) with completed traineeship
- Professional approach in the business environment
- Post traineeship experience as an Accountant, preferably in a listed company
- High level of competency in the use of Caseware for the preparation and presentation of IFRS based listed group reporting
- Proficient in the use of Excel, Word and Powerpoint at advanced user level
- Highly competent application of self and of knowledge
- Strong, stable character with initiative, able to deliver accurate results in a pressurised environment
- Demonstrate competence in financial management and energy in elevating personal, departmental and company performance
- The candidate will be required to show the ability to progress to Financial Director level

ADDITIONAL REQUIREMENTS

- Organisational and planning skills
- Management and leadership skills
- People collaboration ability
- Project driven
- Time and deadline driven
- Detail orientated yet flexible
- Proactive and self starting
- Analytical
- Extra work in peak / deadline periods

JOB DESCRIPTION

- The position reports to the Financial Director of Huge Telecom
- The candidate is required to assume responsibility for –
- The maintenance and recording of all financial transactions for the Huge group of companies, as well as the accuracy and completeness of the group's financial records
- financial reporting including monthly management accounts, annual financial statements and interims in compliance with IFRS
- financial control of the group's fixed assets, the maintenance of the fixed assets registers and reporting of capital expenditure
- the accounts payable department and the control of all accounts payable
- the control and reconciliation of payroll processes
- cashflow forecasting and budget preparation
- the timeous submission of tax returns and PAYE, VAT and other statutory returns
- review and authorisation of payments
- Ad hoc projects of a financial nature
- The candidate will be required to refine where practical, systems and processes to promote effectiveness and efficiency

An iECS and iCNS licensed, ISO 9001:2008 certified company.

Directors: JC Herbst (CEO)(BCom BAcc CA(SA) CFA), MR Pillay (MD: Huge Business Support),
 D Willis (MD: Huge Business Solutions)(Acting MD: Huge Business Partners)(BCom),
 NB Wensley (FD)(BCompt Hons), A de Moura, GC Sutherland.
 Huge Telecom (Pty) Ltd, Reg No 1993/003902/07