

**EXTENSION/AMENDMENT OF LEASE FOR 6 PARKSIDE, VANS ROAD, TOKAI**  
**BETWEEN IRIS LESLIE (Lessor) AND WAYNE BRUTON (Lessee)**  
**AND HAZEL KATHERINE COX (Lessee)**

All terms and conditions in the lease agreement as signed on 14 August 2019 will be applicable for the period 1 September 2024 until 31 August 2025 except for the following:-

- Section 2    Lease commencement date:        1 September 2024
- Section 2    Lease termination date:                31 August 2025
- Section 5    With effect from 1 September 2024, the monthly rental will increase  
                 by R600.00 to R12,300.00 per month (all other conditions remain the same)

Signed by the LESSEE at Tokai on the 20 day of August 2024

Lessee Wayne Bruton

Signed by the LESSEE at Tokai on the 20 day of August 2024

Lessee Hazel Bruton

Signed by the LESSOR at TOKAI on the 20 day of AUGUST 2024

Lessor Iris Leslie

# Wayne Bruton

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## Professional Profile

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Having successfully transitioned from Financial Management to software development, I believe that my financial management background gives me an edge in my software development as I am able to grasp financially why the client has their specific needs and wants. Always learning new techniques and latest technologies.

## Objective

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Currently seeking a challenging new role as a Full Stack or Python Developer, which will effectively utilise current skills and experience, with ample opportunities for skill development and career progression

## Career Summary

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**2020 – Present**

**FULLSTACK SOFTWARE DEVELOPER**  
**Opportunity Management Holdings**

### *Key Achievements:*

I have designed an ERP app for my employer from scratch that does the following:

#### INVESTORS

- Load investors with all their details.
- Allocated Investors to construction units.
- Calculate daily interest earned.
- Create loan agreements when new investor comes on board or current investor “rolls over” into new investments.
- Investor statements download / email
- Commission calculations for investment consultants
- numerous reports in PDF and Excel

#### CONSTRUCTION

- Manage subcontractors on the build sites
- Manage Quality control questionnaires with subcontractors to evaluate their work.
- Subcontractor valuations on work done
- Creation of payment advices for subcontractors
- numerous reports in PDF and Excel

#### SALES

- Monitor sales process through from offer to purchase to final transfer of the property with milestones
- Monitor sales people and who sold the unit.
- Monitor costs of sales like bond costs / transfer fees etc.
- Reports to ascertain final nett profit as well as final settlement to investors invested in the unit.

#### MARKETING (LEAD GENERATION)

- Populate the database with leads generated.
- This is for investments as well as sales.
- Leads from Facebook / Instagram / WhatsApp get forwarded to landing page with a form.
- Leads from the investment website populate the database directly.
- Leads from the property website as well as from property24 get emailed to an address and emails are scraped and database is populated.
- Each sales person gets allocated the leads on a round robin basis, the lead gets an email informing them which sales person will be in contact with them.
- Sales people get an email as well as an SMS to facilitate quick fast service.
- Leads are visible in the app where sales people fill in action taken, rate the lead etc.
- leads are also shown graphically so we can monitor lead source etc.

I have also created an investor portal where investors can log into the app and view their investments.

The ERP system has roughly 25 regular users (in house staff) and the investor portal has roughly 300 individual investors with investments of roughly R400 million (ZAR)

*Tech Stack:*

- Front End
  - VueJS (Vue3 using Composition API & Pinia)
- Backend
  - Python 3
  - NodeJS
- Database
  - MongoDB

**2015 – 2020                      FINANCE & ADMINISTRATION MANAGER**  
**The Robin Trust**

*Key Achievements:*

- Split the Trust and Nursing College financials, and created a set of consolidated financials to comply with the companies act.
- Implemented ETI (Employee Tax Incentive) and back dated it resulting in a net cash saving to the organisation of approximately R850,000 to date.
- Created a management reporting and Board pack by linking directly to the Pervasive database via MS Excel so the pack refreshes and updates automatically

*Responsibilities:*

- Preparing the General Ledger with Creditors, Debtors and Sales entries, and coordinating with the bankers in handling the bank accounts, online payments and EFT's
- Developing monthly management reports for the Trustee meetings of all projects, including variance reports, forecasts and major cash flow statements
- Performing Risk Management duties for the organisation, carrying out risk audits and the implementation of various risk control strategies
- Ensuring the timely submission of Income Tax and VAT returns, along with the organisations Tax Clearance Certificate
- Administering the monthly payment of salaries for over 60 staff members and 180 carers, while overseeing payments and returns for SARS and Pension Fund
- Preparing the annual budget for the organisation, including the Nursing College
- Ensuring adequate insurance for the property and vehicles and assessing all forms of Capex including vehicles, property, IT costs and other assets
- Was in charge of maintenance and had a maintenance team reporting to me
- Responsible for fleet management
- Directly responsible for IT and had an IT supervisor reporting to me
- Was responsible for Occupational health and safety
- Was on the Employment Equity committee

**2009 – 2015                      FINANCIAL MANAGER**  
**Cape Mental Health Society**

*Key Achievements:*

- Upgraded the ACCPAC dos version upon arrival to the firm, which helped in utilising efficient auditing tools in producing statutory requirements such as Annual Income Tax returns and VAT returns
- Converted ACCPAC dos version to Pastel Evolution at a later stage and created an effective data management tool by utilising the Business Intelligence module in Pastel Evolution and later simply directly linking to SQL server to generate a high standard of reporting.
- Created a management reporting and Board pack by linking directly to the MS SQL Server database via MS Excel so the pack refreshes and updates automatically

*Responsibilities:*

- Preparing the General Ledger with Creditors, Debtors and Sales entries, and coordinating with the bankers in handling the bank accounts, online payments and EFT's
- Developing monthly management reports for the Executive Committee board meetings of all 22 projects, including variance reports, forecasts and major cash flow statements

- Performing Risk Management duties for the organisation, carrying out risk audits and the implementation of various risk control strategies
- Ensuring the timely submission of Income Tax and VAT returns, along with the organisations Tax Clearance Certificate and BBBEE compliance
- Administering the monthly payment for over 130 staff members and 100 learnerships, while overseeing payments and returns for SARS, Pension Fund and Medical Aid
- Assisting with the financial functions of the Donor Development section, and regularly updating the existing funders with routine progress reports
- Liaising with the IT services contractor in ensuring smooth functioning of the organisational network, along with ensuring the timely cash collections from the debtors
- Coordinating with the Strategic Business Unit (SBU) in determining new investment opportunities and liaising with the auditors in the planning and implementation of the annual audit
- Overseeing the financial aspects of the Cape Town International Kite Festival, including budgeting and fixing sponsorship deals, which generates over R 3.5 million in media coverage
- Preparing the annual budget for the organisation, including individual budgets for all 22 projects, annual Community Chest budgets and annual budgets for Department of Health
- Ensuring adequate insurance for all 14 properties and 25 vehicles and assessing all forms of Capex including vehicles, property, IT costs and other assets
- Handling investment portfolios with the Director and the Treasurer, which includes regular performance monitoring and making timely investment changes to maintain adequate funds

**2006 – 2009**                      **BUSINESS OWNER**  
**Flooring Company**

- Established a local flooring materials company with products being primarily imported from the USA, the main product was concrete overlays using white hybrid polymer and coloured with modern techniques

**2001 – 2006**                      **FINANCIAL MANAGER**  
**Protea Financial Services Group**

*Key Achievements:*

- Selected as the Financial Director of Aristos FSI Pty (subsidiary of Protea Finance) and implemented new measures within Aristos to develop employee skills while improving the overall organisational structure
- Played a key role within the organisation following the merger of 3 companies to form Protea Financial Services Group and assisted in its smooth transition
- Coordinated fund collections from debtors and designed a new system which enabled the collections staff to act upon the Debit Order rejections, resulting in a 13% increase in the collections in its first month

*Responsibilities:*

- Individually overseeing the entire range of financial operations, as well as leading the implementation team for shifting from Pastel accounting to AccPac
- Preparing the General Ledger with Creditors, Debtors and Sales entries, and coordinating with the bankers in handling the bank accounts, online payments and EFT's
- Performing Risk Management duties for the organisation, carrying out risk audits and the implementation of various risk control strategies
- Conducting routine financial management tasks, monthly management accounts, secretarial tasks, compliance checks and preparing payroll data
- Liaising with the auditors in the planning and implementation of the annual audit
- Maintaining IT services, staff recruitment, budget information, along with meeting sales targets and communicating with key stakeholders and clients

**2000**                      **FINANCIAL MANAGER**  
**Investment Technology Solutions**

- Performed a wide range of financial management tasks including monthly audits, company secretarial tasks, compliance checks for FSB and preparation of payroll

**1998 – 2000**                      **GROUP FINANCIAL MANAGER**  
**Newman’s Management**

- Leading a group of 19 administrative employees in handling debtors, creditors, labour negotiations, stock control, IT related activities and wage related issues
- Handling key financial activities of the business amounting to millions of Rands, by implementing innovative measure and ensuring the objectives are met

**1996 - 1998**                      **CO-OWNER**  
**Marshall’s Beach Service Station**

**1994 - 1996**                      **FINANCIAL MANAGER**  
**Lindsay Saker Rosebank**

**1991 - 1994**                      **ASSISTANT MANAGEMENT ACCOUNTANT**  
**Guardian National Insurance Company**

## Education and qualifications

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**1992 - 1993**                      Bachelor of Commerce (Honours), *University of South Africa*  
**1988 - 1990**                      Bachelor of Commerce, *University of Witwatersrand*

## Key skills

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- MS Office
- MS Project
- VueJS
- MongoDB
- OpenAI (Assistants / Vector Embeddings / TTS, STT)
- Various Accounting Packages
- Streamlit
- Python (FastAPI, Flask)
- JavaScript and Node.js (Express)
- SQL, MySQL, Postgres DB
- OpenPyXL, FPDF, Pandas, Numpy
- RAG / Vectorized databases
- Integration with Xero via API

## Personal details

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**Interests include:** Social Initiatives, Reading classic novels, Photography, Programming  
**Drivers License:** Yes (Full-clean)

References are available on request

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## **\*\*Introduction to Contemplation Software: A Software Development Company\*\***

Contemplation Software is a software development company based in Cape Town's Southern Suburbs, specialising in artificial intelligence (AI) bots, task automation, web app development, and general programming tasks. The company's vision is to create innovative and efficient solutions that help businesses and individuals save time and resources, enabling them to focus on more critical aspects of their operations.

### **\*\*AI Bots and Task Automation\*\***

Contemplation Software's AI bots are designed to automate tasks that would otherwise be time-consuming and labor-intensive. These bots can handle various tasks, such as RAG (Red, Amber, Green) status reporting, appointment scheduling, and other administrative tasks. By automating these tasks, businesses can free up their employees' time, allowing them to focus on more strategic and high-value activities.

The AI bots developed by Contemplation Software are based on large language models that can interact with users in a natural and intuitive way. These bots can store and retrieve information, reflect on their experiences, and plan future actions, making them highly efficient and effective at managing tasks.

### **\*\*Web App Development and Programming\*\***

In addition to AI bots, Contemplation Software also offers web app development and general programming services. The company's web app development services include creating custom web applications that are tailored to the specific needs of businesses and individuals. These applications can range from simple websites to complex web-based platforms that integrate with other systems and services.

Contemplation Software's programming services include general programming tasks such as software development, system integration, and maintenance. The company's team of experienced programmers can work with a wide range of programming languages and frameworks, ensuring that they can provide the right solution for any project.

### **\*\*The Director: Wayne Bruton\*\***

Wayne Bruton, the director of Contemplation Software, has many years of experience as an accountant and financial manager, as well as a software developer. This diverse background gives him a unique perspective on the challenges that businesses face and how technology can be used to overcome them.

Wayne's experience as an accountant and financial manager has given him a deep understanding of the financial and operational aspects of businesses. This understanding is essential when developing software solutions that are designed to help businesses save time and resources.

Wayne's experience as a software developer has given him the technical skills and knowledge necessary to lead a team of programmers and developers. His expertise in programming languages and frameworks ensures that Contemplation Software can provide the right solution for any project.

### **\*\*Contact Details\*\***

If you are interested in learning more about Contemplation Software and the services they offer, you can contact Wayne Bruton at [waynebruton@icloud.com](mailto:waynebruton@icloud.com) or via the contact section on the company's web page as well as using out Bot, Samantha who can also get your contact details. Wayne and the team at Contemplation Software are always happy to discuss projects and explore how their services can help businesses and individuals achieve their goals.

### **\*\*Conclusion\*\***

Contemplation Software is a software development company that specialises in AI bots, task automation, web app development, and general programming tasks. The company's vision is to create innovative and efficient solutions that help businesses and individuals save time and resources. With a team of experienced programmers and developers, Contemplation Software is well-positioned to provide the right solution for any project. Whether you need an AI bot to automate tasks, a custom web application, or general programming services, Contemplation Software has the expertise and experience to deliver great service and value to you and your business.