

# Wayne Bruton

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## Professional Profile

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Having had a passion for software development for many years, very late in life I was offered an opportunity to move away from financial management into software development which I grabbed with both hands.

## Objective

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Currently seeking a challenging new role as a Full Stack Developer, which will effectively utilize current skills and experience, with ample opportunities for skill development and career progression. Use Python & Node as backend and VueJS as a frontend framework.

## Career Summary

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**2020 - current**

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

### *Key Achievements:*

- Created a web app in the construction and Investment industry for my current employer who is an investment and development company.
- As the only developer I was given a lot of freedom to be creative.
- Development of App.
  - o Tech stack
    - Front End - VueJS 3 (using Composition API and Quasar)
    - Back End - NodeJS & Python
    - Database - MongoDB / MySQL
  - o The App contains the following:
    - On the investor Side
      - All investors per development.
      - Adding and amending investors.
      - live interest runs.
      - Converting Pledged sums to Invested sums to released to project to final repayment to investor or rolled over to another investment.
      - Numerous investor reports
      - Print Investor loan agreements / Statements etc (PDF Generation)
    - On the construction side the system contains the following:
      - Task integration with smartsheet. (both ways)
      - Production of ITC (Instruction to commence) for subcontractors in PDF format which are mailed from the app to the subcontractor.
      - Uploading of images
      - Quality control checklist, also with signatures by subcontractor and company representative.
      - Uploading Draw requests to draw monies from investment arm. Online signatures and email capability.
      - Stock taking and stock counts
      - Purchase orders (creating, amending and emailing to suppliers)
      - supplier and invoice integration with Xero accounting package.

# Career Summary

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**2015 – 2018**

**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

## Career Summary Continued

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**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

## • Career Summary Continued

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- 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                    | • Javascript |
| • MS Project                   | • SQL        |
| • ACCPAC - DOS & Windows       | • VueJS      |
| • Pastel Payroll & VIP Payroll | • MySQL      |
| • Pastel Evolution & Partner   | • MongoDB    |
| • Python                       | • Nodejs     |

## Personal details

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

References are available on request

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