

# Anisa Mahomed Yusuf



**Nationality:** South African

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## **SUMMARY:**

- Experienced, mature, Chartered Certified Accountant with a strong background in financial services, property and development, insurance, and telecommunications industries. I possess a wide range of skills, including financial statement preparation and review, relationship building, team management and development, problem-solving, data analytics, and project management. I am deadline-driven, able to work under pressure, and possess excellent verbal, written, and business reporting skills. I have a proven track record of success, as evidenced by various awards and accomplishments throughout my career.

## **EXPERIENCE:**

- **SA Home Loans (Pty) Ltd, La Lucia Ridge, Durban (Financial Services)**  
**Manager: Finance Operations – April 2009 - Current**

The main purpose of the role is to ensure the finance team & department is fully operational and running efficiently and effectively. Also provide support to all Senior Management within the Finance Department and other areas of business.

### **Responsibilities:**

- Reviewing and authorizing of payments on banking system
- Accurate allocation of funds to debtor accounts, following up on outstanding debtors, performing aging analysis thereof.
- Monthly preparation of Group companies and Securitized Special Purpose Vehicle Entities management accounts including income statement and balance sheet
- Reviewing of all management accounts and reconciliations prepared by Financial Controllers', Creditors Clerks and Finance Clerks.
- Assist in interim and year-end audit, preparing audit file and liaising with auditors.
- Preparation of companies' Annual Financial Statements according to IFRS including consolidation workings for Group Financials
- Preparation and submission of VAT and Tax returns to South African Revenue Services (SARS)
- Updating & maintaining Fixed Asset registers of 2 companies and calculation of depreciation.
- Preparation of Financial Commentary for Shareholders' Pack including trend analysis between actual and budget expense
- Maintenance of General Ledger, rolling forward of financial periods, opening of new accounts, creating, and updating of reports on Management Reporter.
- Supervision, coaching, mentoring and development of staff and completion of performance appraisals

- Preparation of BEE reports for BEE returns, SAM reports for Insurance and other adhoc financial reports as and when required.
- Analysis of accounts, including analysing purchasing accruals, creditors age analysis
- Review of business processes, implementation of controls and automation of systems
- Liaison between company and bank for setting up of users on banking system, etc
- Systems & Applications used: Microsoft Dynamics Great Plains, Microsoft Excel (advanced), One Source Accounts Production (AFS), Iris Carbon, XBRL reporting of Financial Statements, Management Reporter

#### **Achievements:**

- CEO incentive Trip at SA Home Loans (Pty) Ltd (2011)
- Monthly Amazing Service Awards at SA Home Loans
- Employee of the Quarter in the Finance Department
- Selected for Mentorship – mentored by Senior Management
- Selected for SAHL's Middle Management Program (IFA Lethu)
- Recipient of Quarterly Amazing Service Employee Awards (2019 and 2020)

#### **Projects:**

- Assisted with the implementation of a procurement system on Microsoft Dynamics Great Plains.
- Migration of annual financial statements from excel spreadsheets to new system, Accounts Production-One Source.
- Automated preparation of invoices and mailing directly to panel attorneys using VBA.
- Automated intercompany invoicing processing, saving the team +/-3hrs of time spent in preparing manually.
- Facilitated proof of concept of Robotic Process Automation (RPA) project between team and supplier for the processing of deposits to clients' accounts.
- Facilitated XBRL tagging of financial statements between SAHL and the service provider, obtaining quotes, negotiation of prices and discounts.

**Reason for Resignation:** Career growth, change in working environment, seeking a new challenge

- **City zone Properties t/a K3G Investments (Pty) Ltd (Construction and Property Development industry) – North Coast Road, Durban**  
**Financial Manager – 1 April 2008- January 2009**

The main purpose of the role is to provide accurate and timeous information to the Directors of the company.

#### **Responsibilities:**

- Analysis of cost centre allocations
- Expense variance analysis
- Preparation of budgets and analysing variance between budget and actuals
- Maintaining daily cash flows for all bank accounts
- Preparation of monthly management accounts
- Overseeing year-end audit

- Preparation of balance sheet reconciliations
- Submission of VAT returns
- Invoicing to customers
- Following up on outstanding debtors
- Reviewing of rental schedules
- PA skills – writing letters, memorandums and briefing notes
- Systems used: Pastel

**Reason for Resignation:** Position not challenging enough/small company with financial constraints

- **First Rand Ltd (Payments Product Division) (Banking Industry) – Sandton, Johannesburg**  
**Financial Accountant– December 2007 – February 2008**

The main purpose of the role is to provide and submit accurate and timeous financial information.

**Responsibilities:**

- Compilation of statutory financial information at month end and year end
- Preparation of monthly invoices to debtors within First rand Group
- Monthly preparation of mini-FAS Pack
- Monthly compilation of DI/BA Returns
- Preparation of monthly financial information for management purposes
- Preparation of monthly income statements and balance sheets on HFM
- Liaising with internal and external auditors
- Forward exchange contracts
- Collation of detailed expense variance analysis for the division
- Preparation and collation of annual budgets and forecasts for the division
- Preparation of Exco Board Reports including variance analysis
- Exposure to Hogan mainframe and Essbase

**Reason for Resignation:** Moved back to Durban

- **Nkonki Inc (Audit and Advisory Services) – Sunninghill, Johannesburg – January 2004 - June 2007**  
**SAICA - Audit Supervisor/Article Clerk**

**Responsibilities include:**

- Complete Knowledge, Audit Reconciliations of **all** financial balances including Creditors, Debtors, Bank and Cash, Fixed Assets, Inventory, Payroll, Statutory, Non-Current Liabilities, Planning and Execution of Audits
- Risk Assessments including Systems and Business process Descriptions, Narratives and walk throughs, Risk and internal Control Assessments, Evaluation of the Compliance with internal controls in place, mitigating risks identified, recommendations of additional and appropriate controls to be implemented
- Formulation of audit programs
- Managing of staff (maximum of 7 members)
- Compilation of Financial Statements and Financial Reports
- Compilation of client's documents

- Involvement in audit committee meetings and compilation of documents
- Review of subsequent events and going concern
- **Major Clients:** South African Express; Credit Guarantee Insurance Ltd; Spoornet; Transnet Pension Fund; Financial and Fiscal Commission; Johnnic Publishing; Cell C (internal and forensic audit)
- **Other Experience Obtained:** Knowledge of Public Finance and Management Act; Pension Fund Act; Short Term Insurance Act
- Systems used: CaseWare, Microsoft Office

**Reason for Resignation:** Career Growth

## **EDUCATION**

- **Association of Chartered Certified Accountants (ACCA) (2016) – Completed and Member – Professional Designation attained – Membership No:2322297 Fellow Membership attained (2021)**
- **UNISA Enterprise Fundamentals Computer Science Bootcamp (2022)**  
Python (bootcamp in conjunction with Hyperion Dev)  
Portfolio - <https://www.hyperiondev.com/portfolio/76752/>
- **University of Cape Town (UCT) (2021)**  
Business Systems Analysis and Design
- **University of Cape Town (UCT) (2020)**  
Tax Law
- **Islamic Finance Institute of South Africa (IFISA) (2011)**  
Fundamentals in Islamic Finance
- **University of KwaZulu Natal (2000-2003)**  
Bachelor of Commerce Honours, Accounting (Certificate in the Theory of Accounting) (CTA) (2003)  
Bachelor Commerce, Accounting (2000-2002)
- **Overport Secondary School (1999)**  
Grade 12, Matric Exemption (Bachelors)
- **Other Professional Development**
  - Freecodecamp – Creating and Querying Databases using Bash and SQL
  - Coursera - Google Data Analytics Professional Certificate
  - Coursera – IBM Applied Artificial Intelligence (2020) (understanding & creating of chatbot using IBM Watson Studio)
  - Coursera – Prepare, Load and Transform Data using Power BI (Project Based)
  - Coursera – Application of Data Analysis for Business using R Programming (Project Based)
  - Coursera – SQL for Data Science
  - UiPath – Business Analyst Role
  - UiPath – RPA Developer Foundation Level
  - Teach English as a Foreign Language – Teach TEFL, South Africa

➤ **Knowledge of other Applications/Languages**

- Python
- R
- Power BI
- Tableau
- SQL

**LANGUAGES**

- English, Afrikaans

**AVAILABILITY**

- 30 days' notice

**REFERENCES**

- **Name:** Bulelani Ncolosi  
**Company:** SA Home Loans  
**Designation:** Senior Financial and Reporting Manager (Resigned May 2021)  
**Contact details:** +27 76 053 0122
- **Name:** Sanele Vilakazi  
**Company:** SA Home Loans  
**Designation:** Senior Financial and Reporting Manager (Resigned September 2018)  
**Contact details:** +27 83 270 5266
- **Name:** Fiona McNamara  
**Company:** SA Home Loans  
**Designation:** Senior Financial Manager (Retired March 2017)  
**Contact details:** +27 83 791 7274