GROUP MANAGEMENT ACCOUNTANT

Quality financial reporting lies at the heart of the Truworths finance department. Not only do we have a track record of producing award winning integrated reports year after year, but we take pride in our world-class management reporting which enables the execution of our business strategies. This fast-paced role requires a dynamic self-starter who is looking for an opportunity to excel and grow within Truworths.

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| **ROLE RESPONSIBILITIES** | |
| 1. **REPORTING** | |
| * 1. **Interim and year-end planning**   2. **External reporting** | * Prepare and distribute timetable of internal deadlines which need to be met in order to meet external reporting deadlines * Communicate with UK finance team on their deliverables and incorporate deliverables received into all Group reporting * Prepare audited and unaudited Group interim and year-end preliminary reports, including short-form announcements * Prepare trade/business updates for release on SENS, including liaising with the company’s JSE and NSX sponsors * Liaise with external publishers responsible for designing and typesetting of published reports |
| * 1. **Quarterly Board reporting** | * Prepare the finance department report and presentation for the board * Co-ordinate the recording and reporting of finance department KPIs * Prepare the Truworths CFO Report, competitor ratios analysis and results presentation * Prepare consolidated statements of financial position, comprehensive income, changes in equity and cash flows |
| * 1. **Analyst Presentation (Interim and Year end)** | * Liaise with management on the content and style of the bi-annual analyst presentation * Liaise with the marketing department and external designer in determining the style and design of the presentation * Prepare information for inclusion in the presentation * Co-ordinate analyst presentation webcast |
| * 1. **Integrated Report** | * Oversee the preparation and review of the various sections of the integrated report * Liaise with the marketing department and external publishers regarding the design and compilation of the final report * Co-ordinate the production of the HTML version of the integrated report |
| * 1. **Annual financial statements** | * Prepare and review selected subsidiary annual financial statements * Assist with the preparation of various notes in the Group (consolidated) annual financial statements * Member of the accounting forum, whose role it is to oversee the implementation of new accounting standards and to debate technical accounting matters |
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| 1. **FORECASTING, EXPENSE MANAGEMENT AND RECONCILIATIONS** | |
| * 1. **Prepare consolidated forecasts based on various scenarios** | * Liaise with management on forecast outlook / assumptions * Update gross profit forecast from latest gross profit reconciliation and review assumptions for remainder of the year * Update forecast with the latest actuals and forward looking view on sales, gross profit, expenses etc., taking into account feedback from expense reviews * Prepare detailed expense forecast * Review and update the forecast balance sheet based on latest forecasts from the business * Align and update 3-year forecast based on latest 1-year forecast and medium term outlook |
| * 1. **Expense management** | * Hold monthly expense meetings with cost centre owners to review performance against budgets and to identify forecast adjustments |
| * 1. **Gross profit reconciliation** | * Prepare of monthly gross profit reconciliation * Analyse and resolve gross profit margin variances * Prepare gross profit margin forecasts for forecasting and budgeting purposes |
| * 1. **Reconciliations** | * Prepare selected balance sheet reconciliations as part of month-end procedures |
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| 1. **SUNDRY DEBTORS** | |
| * 1. **Team management** | * Manage and provide guidance to the sundry debtors team * Monitor sundry debtors KPIs * Complete annual performance appraisals |
| * 1. **Day-to-day operations** | * Liaise with customers on overdue accounts and other general matters * Approve credit notes, journals and write-offs * Liaise with legal department on overdue accounts |
| * 1. **Reconciliations** | * Review and sign-off monthly reconciliations * Review and sign-off sundry debtors provision |

Job Requirements:

* CA (SA)
* Excellent attention to detail
* Highly analytical
* Excellent working knowledge of MS Excel, MS Word and MS PowerPoint essential
* Experience in Oracle Financials preferable
* Passionate about reporting

Experience:

* 1-3 years post-articles experience in a listed corporate environment, preferably in a similar role
* Retail industry experience would be advantageous
* Strong technical accounting skills and knowledge of IFRS
* Working knowledge of JSE listings requirements would be advantageous
* Experience in integrated reporting

Additional competency requirements:

* Self-starter, self-motivated and self-managed
* Ability to work as part of a team
* Ability to work to tight deadlines / work under pressure
* Highly organised
* Focused
* Good communicator, able to communicate with staff at all levels in the company

Contact: Arlene Kassel: [akassel@truworths.co.za](mailto:akassel@truworths.co.za)