**JOB DESCRIPTION – FINANCIAL MANAGER**

**Key Responsibilities**

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| * Full understanding of Gaming related activities * Timeous & accurate month end reporting within company deadlines for review by Group FM * Ensure Balance sheet summary reports are accurate, complete & reviewed monthly * Overview of cash management ensuring all excess funds are transferred to investments weekly * Managing of online banking profiles * Processing of payments ensuring account allocation accuracy & appropriate VAT treatment * Implement processes to ensure statutory payments to SARS & gambling boards are accurate & are paid on time * Plan & execute performance management through effective goal setting & quarterly measurement of each subordinate * Identify weaknesses in internal controls & implement corrective measures * Encourage & promote team work within the finance department through exemplary leadership * Create & maintain relationships with the General Managers * Ensure that the Finance Department provides quality service to both internal & external customers. * Ensure the Department meets overall KPIs set * Directly manage & support assistant financial manager, accountants, debtors & creditors clerks * Ensure compliance with all finance policies * Constantly seeking opportunities to enhance the system towards more efficient & effective processing, including but not limited to automation. * Ensure finance team is prepared for audit * Preparation/review of consolidated audit lead schedules * Overseeing/reviewing annual budget process, including managing templates, compilation of Revenue budgets and supporting summaries and analyses * Annual and provisional income tax calculations * Managing of annual financial statements process * Income and other statutory tax compliance * Monthly high-level review and release of payroll * Compilation and managing of site financial models for gambling board applications * Forecasting of financial results * Compilation of board presentations and board packs * Cash flow forecasting updated weekly * Monthly and quarterly reporting to holding company (Tsogo Sun)   **Business Skills/Experience**   * Strong Supervisory skills within a Finance Department. * Ability to lead & motivate * Financial Analysis & interpretation |

**Personal Attributes**

* Analytical
* Assertive with excellent negotiation & problem-solving skills
* Excellent communication skills- upward, downward & lateral
* Conflict management
* Crisis management
* Ability to multitask & prioritize in order to meet multiple deadlines
* Planning & organizing
* Ability to work independently
* Ability to “Think outside of the box”
* Detail orientated
* Goal orientated
* Proactive
* Problem solving skills
* Advanced Excel skills
* Ability to work under pressure
* A strong participative team member
* Positive attitude

**Qualifications**

* Chartered Accountant (SA)