



REVENUE MANAGER: FINANCE

The above mentioned position is available in the Finance Department at Robben-Island Museum. Reporting to the Senior Finance Manager the incumbent will be responsible for managing revenue streams and internal control functions.

Duties and Responsibilities:

- Implement, monitor and evaluate controls over Revenue cycles;
- Manage personal within revenue cycle and hold personal accountable for functions;
- Detail review of processes in revenue cycles. Pro-actively identify risks and update as environment and processes change;
- Manage the cash management processes;
- Manage relationships with third parties with outsourced revenue functions and hold other parties accountable for their deliverables;
- Pro-actively identify areas of potential fraud and investigate and report to management on transactions;
- Manage relationships with clients and solve problems as they occur in the sales cycles;
- Prove data analytics on sales performance and monthly reports on revenue performance;
- Manage relationship with ticket sale service providers and continually improve system to reduce risks and increase efficiencies;
- Prepare accurate forecasts of sales figures for future periods;
- Implement initiatives to increase revenue and profit margins;
- Prepare Annual Financial Statements;
- Perform calculations and research to support strategic decisions;
- Monitor internal control effectiveness and test controls;
- Manage relationship with SARS.

Experience and Technical skills:

- Related collections/finance qualification, preferably a Bcom (Honours) Accounting or Chartered Accountant;
- A minimum of 3 years relevant working experience e.g. collections, billings or experience within a similar capacity;
- Valid driver's licence;
- Good understanding of International Financial Reporting Standards (IFRS);
- Communicate well, be able to communicate and interact with other divisions
- Proven ability to manage, train, coach, develop and motivate staff;
- Reporting and financial management in accordance with varied compliance obligations;
- Financial and contractual matters in a public sector environment desirable;
- Ability to manage and identify Risks;
- A proven track record of change process improvement will be added advantage;
- Case-ware experience advantageous;
- Ad hoc requests as required.

RIM is an EE, AA, employer, RIM reserves the right not to make an appointment if suitable candidate is not found. Forward a detailed cv, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to recruitment@robben-island.org.za by no later than **13 January 2019**.

Note: If you do not hear from us within 30 days, please consider your application unsuccessful.