



**Senior Financial Accountant  
3-5 year Contract**

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 financial reporting and asset management.

**Duties and Responsibilities:**

- Regulating, supervising, reviewing, and implementing a full and accurate set of accounting records
- Preparing of completing and accurate monthly and annual financial reports within deadlines.
- Identifying risks which affect cash flow, expenses and balances and communicate to management.
- Executing financial accounting functions, which include operating the general ledger system and month-end close work.
- Examining financial records, collect information, prepare reports and make recommendations.
- Managing the fixed asset unit. Ensure controls over asset management are effective.
- Ensuring that accounting treatment is in line with relevant accounting standards.
- Managing creditors and debtors relationships.
- Building an effective finance team. Manager junior staff in units. Mentor and train staff.
- Overseeing controls over safekeeping of all finance documentation.
- Providing analysis and insights into revenue and expenditure.
- Providing analysis into financial performance
- Pro- actively identifying efficiencies in processes.
- Needing to assess financial risks and implement mitigating controls
- Managing treasury function.
- Managing relationship with external audit and internal audit. Ensure that the annual audits are conducted efficiently.
- identifying and alert Management of any irregularity, lack of compliance, lack of adherence to process and procedures, weakness in internal controls, and any actual or potential concerns arising out of the financial and operational matters of the business.
- Reviewing and develop finance policies. Ensure policies are relevant and adjusted for changes in business environment and legislature.

**Experience and Technical skills:**

- Recently qualified Chartered Accountant or Bcom (Honours) Accounting.
- Attention to detail
- Team player and to lead by example
- Ability to manage, train, coach, develop and motivate staff.
- Sound understanding of internal controls
- Completed articles.
- Caseware and Accpacc experience advantageous
- Advanced Excel

RIM is an EE, AA, employer, RIM reserves the right the right not to make an appointment if suitable candidate are 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](mailto:recruitment@robben-island.org.za) or fax 021 425 2131 by no later than 10 February 2016.

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

