

2018-09-17

Senior Management Accountant

The above mentioned position is available in the Finance Department at Robben- Island Museum.

Reporting to the Senior Manager Finance the incumbent will be responsible to provide a customer focused management accounting service which meets business needs and ensures that management accounting is used to inform and challenge management actions and decisions. To ensure that operation managers use their resources in the most effective way, utilising surplus resources constructively and that the budget is adhered to. Also to ensure that senior operational managers are aware and take account of the financial implication of business plans, budget, forecast and subsequent variation to these.

Duties and Responsibilities:

- Advise and support managers on financial management issues for the sound and proper management of organisation resources;
- Liaising closely with the cost centre managers and business units to provide a comprehensive accounting support service, including the provision of financial information and analysis to Senior Management and Unit Managers;
- To coordinate and maintain arrangements for the accurate assessment of accruals including the provision of robust analysis of key variances;
- To coordinate completion of timely and robust forecast and commentaries to facilitate the decision making process and to challenge forecast to ensure that all relevant business information has been taken into account and reasons for variations are fully documented, communicated and understood, including implications for the balance sheet and cash flow;
- Leading Managers and Accountants in the formulation of financially sound and accurate business plans, preventing alternative financial options whilst maintaining corporate values, operational guidelines, "best practices" and statutory accounting principles and ensuring that business plan information is recorded accurately in the relevant financial system;
- Assist in the closing of the Annual Accounts, supporting the business units where necessary;
- To provide assessment on the capital spend for the year and the following year's programme on the rolling basis;
- Ensure that business cases prepared by managers are fit-for-purpose by checking that the financial information has been prepared by suitably qualified personnel in accordance with in-house policy that financial information and related assumptions are correct, and that the business case is feasible in the context of the overall business plan and forecast;
- Assist in development and implementation of new and existing financial systems;
- Ensure compliance with all necessary financial procedures (including appropriate budget delegation arrangements and procedures);
- Evaluate the effectiveness of the management accounting service provided to customers and make recommendations for improvements. Implement any plans to improve customer service levels as directed;
- Assist in adhoc projects as and when required;
- People management and development.

Experience and Technical skills:

- Qualified Chartered Accountant is preferable. Other similar qualifications will be considered.
- Sound two years' experience of budgeting, accounting, forecasting and resource allocation in a developed organisation preferably within the public sector;
- Deadline driven and be able to work independently;
- Ability to problem solve;
- Proven ability to manage, train, coach, develop and motivate staff;
- Project monitoring;

- Reporting and financial management in accordance with varied compliance obligations;
- Financial and contractual matters in a public sector environment desirable;
- Excellent communication skills and ability to liaise at various levels;
- Strong analytical, strategic and creative problem solving skills;
- Ability to thrive in a fast paced environment managing multiple projects and tight deadlines;
- Good project planning and organising skills;
- Ability to function independently when required, act proactively and participate in a strong team environment
- Manages resources and risks;
- Promotes and achieves quality outcomes;
- Self-awareness and self-management.



- RIM is an EE, AA, employer, RIM reserves 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 by no later than 17 September 2018. Note : If you do not hear from us within 30 days, please consider your application unsuccessful. Please note your attachment should not exceed 10 MB: