



**Senior Manager Finance**  
**5 Year contract**  
**09 November 2018**

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

The incumbent will be responsible to provide financial leadership, oversight and financial support for the entity. Required to ensure that all finance risks are adequately addressed, monitored and pro-actively identified. Provide financial insight in order to optimally position entity going forward. Develop all the necessary policies and procedures to ensure there is sound and effective control environment.

**Key performance areas:**

- Responsible for entire financial reporting unit and all aspects of units within the finance division;
- Preparation, interpretation and presentation of accurate financial information monthly and annually within deadlines;
- Ensure that statutory requirements are complied with;
- Ensure that internal and external service level agreements are adhered to;
- Prepare monthly and annual projections for expenditure and revenue. Monitor and report monthly performances against budget and project future performance and identify and monitor cost drivers of entity;
- Effectively manage internal and external audit relationships;
- Present financial reports and participate in sub-committees of council;
- Pro-actively review and adjust processes to increase efficiency of entity;
- Continually monitor financial and fraud risks and adjust control environment to adequately address risks;
- Manage and maintain good relationships with all stakeholders;
- Manage and lead finance team, ensuring that team is effective and efficient in carrying out their duties;
- Develop financial models for proposed plans and impact of proposed decisions on entity;
- Provide strategic input and direction from a finance perspective and identify opportunities to increase revenue;
- Implement practical solutions in response to risks and needs.

**Minimum Requirements:**

- CA (SA) qualification;
- B Com Honours degree plus articles, plus appropriate post graduate qualification, professional accounting membership(Saica);
- Proven management experience, with at least 4 years post articles experience;
- 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 organizing skills;
- Ability to function independently;
- Emotional intelligent;
- Ability to drive and implement change;
- Promotes and achieves quality outcomes;
- High ethical values;
- Strong leadership skills;
- 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](mailto:recruitment@robben-island.org.za) by no later than 09 November 2018 please note your attachment should not exceed 10 MB.Note. : If you do not hear from us within 30 days, please consider your application unsuccessful.