



2015-09-28

Senior Management Accountant 3 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 managing the entities budget and spending.

Duties and Responsibilities:

- Advise and support managers on financial management issues for the sound and proper management of organization resources.
- Liaising closely with 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 completion of timely and robust forecasts and commentaries to facilitate the decision making process and to challenge forecasts to ensure that all relevant business information has been taken into account, and that reasons for variances 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, presenting alternative financial options whilst maintaining corporate values, operational guidelines, best practice and statutory accounting principles, and ensuring that business plan information is recorded accurately in the relevant financial systems
- Assist in the closing of the monthly and annual accounts, supporting the business units where necessary.
- To provide an assessment on the capital spend for the year and the impact for the following year programme on a rolling basis.
- 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 improvement. Implement any plans to improve customer service levels as directed.
- People management and development
- Prepare budgets and input into strategic direction of company.
- Prepare monthly, quarterly and yearly financial reports, AFS and compliance submissions.
- Prepare costing models and identify areas to obtain efficiencies.
- Costing analysis on projects and revenue streams.
- Analytical reviews of actual and projected figures and provide explanations for variances.
- Complete finance related projects as required.
- Ensure that performance targets are costed and appropriately budgeted for.

Experience and Technical skills:

- Recently qualified Chartered Accountant or Bcom (Honours) Accounting with articles completed.
- Deadline driven and be able to work independently.
- Ability to problem solve.
- Proven ability to manage, train, coach, develop and motivate staff.
- Financial and contractual matters in a public sector environment desirable
- Good grasp of internal controls.

RIM is an EE, AA, employer and reserves the right the right not to make an appointment if suitable candidate(s) 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 or fax 021 425 2131 by no later than 28 September 2015.

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

