

## **FINANCE AND ADMINISTRATION MANAGER AMERICAS (Only USA based citizens may apply)**

An exciting opportunity exists for a Finance and Administration Manager to join our Tourism Execution team in New York, USA. This position reports to the Head: Americas Hub. If you possess the required skills, experience and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

### **Key Outputs:**

#### **Coordinate the management of the annual budget and supply chain process**

- Ensure that annual, quarterly, monthly budgets are compiled, submitted and managed according to Finance (Head Office) guidelines and procedures
- Coordinate and ensure that budgets are revised according to Finance (Head Office) guidelines
- Submit daily, monthly and quarterly budget reports to Hub Head and Head Office by deadline
- Ensure that the Americas Hub staff follow SA Tourism supply chain management policy in executing the budget
- Ensure diligence in SCM and Finance reporting as per internal policies and National Treasury requirements
- Report all SCM deviations to SCM Business Partner for consolidation and submission
- Manage bank account access (including internet access) and sign cheques when relevant
- Ensure the Americas office is compliant with all relevant statutory requirements in New York, for e.g. tax authority filing and other requisite compliance matters
- Maintain a record of all financial transactions with supporting documentation for internal and external audit purposes
- Ensure compliance to country hand books and adhere to all statutory country laws

#### **Accounting**

- Manage the accounting system which includes capturing transactions in line with applicable accounting standard
- Processing salaries, staff expense claims and third party pay submissions and payments
- Tax submissions done within guidelines and deadlines set, where applicable.
- Prepare monthly financial reconciliations for all Balance Sheet accounts including accounts payable and accounts receivable.

#### **Manage Office Expenditure**

- Ensure that all procurement for the Americas Hub follows SA Tourism supply chain management policy

- Ensure that payments to vendors, outsourcers, business partners, etc. are processed 100% accurately and within contractual and regulatory deadlines
- Ensure that staff salaries are paid 100% correctly, on time and the relevant documentation is processed sent to Payroll in Head Office
- Report reasons for variances on monthly, quarterly and annual budget.
- Process staff expense claims in line with relevant SA Tourism policies
- Manage and reconcile petty cash

#### **Supply chain, asset and contract management**

- Ensure that all subscriptions held by the Americas Hub office is managed
- Ensure that all purchase orders are raised in compliance with the SA Tourism Supply Chain Management policy and report instances of non-compliance
- Ensure that all demand requirements i.e. procurement plan, demand plan, operational cost & benchmark analysis, etc. and prepared and delivered as per business processes
- Ensure that all assets are procured in compliance with the SA Tourism Supply Chain Management policy
- Prepare an annual asset inventory report and submit to Head Americas Hub and Finance Execution Support Manager in Head Office
- Conduct an asset count twice each financial year
- Ensure that all office assets are in good working condition and manage the maintenance where relevant
- Ensure that the accounting for all assets, including leased assets, is conducted in compliance with applicable accounting standards and SA Tourism capital expenditure policy
- Ensure that stock control list of all marketing collateral is updated monthly
- Record and file the schedule for distribution of marketing collateral

#### **Human Capital Administration**

- Work closely with the Human Capital Regional Business Partner in Head Office to coordinate and facilitate the recruitment of new employees for the Americas Hub
- Ensure all employee contracts are signed, exchanged and filed
- Manage Americas Hub staff salary payments, leave applications, ordering of tickets, accommodation, restaurant, mutual payments, performance bonus payments, workers compensation insurance, other employee insurance, etc.
- Co-ordinate staff exits in compliance with American labour law and SA Tourism policies
- Co-ordinate the training of all staff working with the Human Capital Regional Business Partner in Head Office
- Co-ordinate the reporting of IT-related problems with the relevant service provider to ensure that the is fully operational
- Co-ordinate with the Business Information Systems department in Head Office on the ICT needs of the Americas Hub and the implementation of SA Tourism technology solutions in the office

- Ensure that the operation, security and maintenance of the office facilities meet the needs of the Americas Hub and its employees
- Ensure that the office facilities meet the American statutory requirements including environmental, health and safety standards

### **Qualifications and Experience**

- A Bachelor's degree in Accounting/Financial Management or equivalent is essential.
- Around 2-4 years' experience in Accountancy/Financial Management
- Minimum 2 years' experience of working on Financial System
- Compliance with policies in line with relevant legislation and regulatory requirements namely PFMA, Treasury Regulations and Frameworks on performance information and strategic plans
- Relevant legislation and regulatory requirements for America where the Americas Hub is operated from as well relevant legislation for South Africa, and
- Language proficiency: English

### **Knowledge and Understanding of**

- Performance monitoring, evaluation and reporting frameworks, systems and processes
- Knowledge and understanding of financial practices and standards prescribes by regulation authorities
- Budget and financial management experience.
- Administrative support best practice
- Government priorities and imperatives
- All Public Service systems.
- Communications and information management legislative requirements

Visit us @ [www.southafrica.net](http://www.southafrica.net)

---

Detailed CV to be sent to : [hr@southafrica.net](mailto:hr@southafrica.net)  
Closing date : 15 January 2022

**Should you have not heard from us within two weeks after closing date, kindly consider your application unsuccessful.**

**No late applications will be accepted.**