



FINANCE BUSINESS PARTNER

An exciting opportunity exists at our Head Office in Sandton, to join our Finance business unit as Finance Business Partner reporting to the Finance Execution Support Manager. We invite applications from individuals who possess the required skills and experience.

Purpose of the Role

To provide oversight support to Finance Execution Support Manager, in the key areas of financial management. The role also provides support to SA Tourism including country offices.

Key Performance Areas:

Leading and Communicating

- Confidently engage colleagues at all levels.
- Be visible to staff and stakeholders and regularly undertake activities to engage and build trust with people involved in area of work.
- Provide constructive support to Finance Execution Support Lead on jurisdictional differences and challenges.

Risk Management

- Spot warning signs of things going wrong and provide a decisive response to significant delivery challenges.
- Ensure all policies and procedures of SA Tourism are adhered to.
- Ensure all legislative requirements are adhered to before signing off on payments.
- Use insight to curtail or support business activities.
- Follow appropriate financial procedures to ensure deliverables are achieved.

Finance Specialist Competences:

- Supports the colleagues proactively in achieving the full potential of planning and finance management systems.
- Review management report, provide variance analysis and suggesting remedial action.
- Manage country office month-end processes in your area of responsibility.
- Manage country office year-end processes in your area of responsibility.
- Review financial and other data received from country offices.
- First level review of country office monthly reconciliation.
- Manage accurate accounting and clearing of inter-company transaction.
- Management of Lead Agency and TMC accounts and other accounts referred to by GM: Finance.
- Handling country office queries

Stakeholder Engagement and Communication

- Engage with the Finance Execution Support and other business unit heads to provide an advisory financial role in the strategic planning processes.
- Establish and maintain relationships with internal stakeholders.
- Communicate and engage employees on financial policy issues.
- Interface with business units to understand functional business needs.
- Actively build and maintain a network of colleagues and contacts to achieve progress on objectives and shared interests.
- Encourage contributions and involvement from a broad and diverse range of staff by being accessible.

Participate as an active member of Finance Team

- Operate within delegated authorisations.
- Adhere at all times to the values of the SA Tourism
- Prepare monthly reports and make presentations as required
- Actively participate in management meetings.
- Positively support the implementation of all management decisions.

Qualifications and Experience

- BCom Financial Accounting Degree or equivalent
- 4 years in financial accounting or a related field.

Knowledge and Understanding of:

- Financial practices and standards prescribed by regulation authorities
- Understanding of Treasury regulations, guiding principles and the application thereof
- Ability to implement and follow governance and compliance procedures

Skills and Competency Requirements:

- Ability to attend to finite detail whilst executing outputs to ensure the quality of service delivery
- The ability to use knowledge of administrative techniques, tools, policies and/or procedures to provide enabling functions
- The ability to analyse situations and to arrive at the best possible solution

Visit us @ www.southafrica.net

Please send your detailed CV to : finance@southafrica.net

Closing date : **Monday, 18 April 2022**

No late applications will be accepted.

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