

FINANCE AND ADMINISTRATION MANAGER

Local recruitment in Japan
(Fixed Term for 12 months)

An exciting opportunity exists for a Finance and Administration Manager to join our Asia Pacific Hub as part of the Tourism Execution team in Tokyo, Japan. This position reports to the Head: Asia Pacific 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

- Ensure that the budgets are 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 Asia Pacific Hub staff follows the SA Tourism supply chain management policy in executing the budget
- Manage bank account access (including internet access) and sign cheques when relevant
- Ensure the Asia Pacific office is compliant with all relevant statutory requirements in Germany, for example, tax authority, payroll regulations, and handling

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 Asia Pacific 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 and 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 Asia Pacific Hub office are managed
- Ensure 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. 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 it to the Head Asia Pacific Hub and Finance Execution Support Manager in the 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 the stock control list of all marketing collateral is updated monthly
- Handle suppliers in the Region: supplier database, financial queries with suppliers in German

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 Asia Pacific Hub
- Ensure all employee contracts are signed, exchanged, and filed
- Manage Asia Pacific Hub staff salary payments, leave applications, ordering of ticket restaurants, mutual payments, performance bonus payments, workers compensation insurance, other employee insurance, etc.
- Co-ordinate staff exits in compliance with Japanese labour law and SA Tourism policies
- Co-ordinate the training of all Asia Pacific 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 Asia Pacific Hub is fully operational
- Co-ordinate with the Business Information Systems department in Head Office on the ICT needs of the Asia Pacific Hub and the implementation of SA Tourism technology solutions in the Asia Pacific office
- Ensure that the operation, security, and maintenance of the office facilities meet the needs of the Asia Pacific Hub and its employees
- Ensure that the office facilities meet the German statutory requirements including environmental, health and safety standards

Qualifications and Experience

- A Bachelor's degree in Accounting/Financial Management or equivalent is essential.
- At least 4 years' experience in Accountancy/Financial Management or related field
- Minimum 2 years' experience 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 Japan where the Asia Pacific Hub is operating from as well as relevant legislation
- Language proficiency: Japanese and English (written and verbal skills)

Knowledge and understanding of

- Performance monitoring, evaluation and reporting frameworks, systems, and processes
- Knowledge and understanding of financial practices and standards prescribed 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

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

Closing Date : 12 January 2024

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

**No late applications will be accepted.
NB. Only Japanese-based citizens may apply
South African Tourism does not offer Work Permit sponsorship**