



**SOUTH AFRICAN TOURISM**

## **GENERAL MANAGER - FINANCIAL MANAGEMENT** **Fixed Term Contract (12 months)**

An exciting opportunity exists at our Head Office in Sandton, to join our Finance business unit as GM: Financial Management reporting to the Chief Financial Officer. We invite applications from individuals who possess the required skills and experience.

### **Purpose of the Role**

To work closely with the Chief Financial Officer (including internal and external stakeholders) on all operational and strategic aspects of the business, providing strategic business support in addition to managing the finance function and implementing systems and controls around financial reporting, risk management, and operational performance.

### **Key Performance Areas:**

#### **Strategic Financial Planning, Execution and Reporting**

- Strategic management of the finance department in order to ensure financial accountability.
- Work closely with the Chief Financial Officer (CFO) on all operational and strategic aspects of the business, providing strategic business support in addition to managing the finance function and implementing systems and controls around financial reporting, risk management and operational performance.
- Responsible for planning and directing financial accounting budgeting, auditing, reporting, tax and other fiscal operations and functions across the organisation.
- Directing staff activities in maintaining, analysing and reporting financial accounting data, developing appropriate accounting systems, establishing necessary financial controls, approving various expenditures and obligations, planning and coordinating internal and external audits, and ensuring all activities conform to statutory legislation (incl. IFRS, GRAP, PFMA, Treasury regulations, Tax Regulations and other applicable legislation on a country by country basis) and company policies and procedures.
- Control and responsibility for executing all financial aspects of the Group's strategy under the direction of the Chief Financial Officer.

#### **Financial Policies and Procedures Management**

- Monitor adherence to frameworks, business processes, policies, procedures and systems that manage business operations in SA Tourism.
- Draft financial policies and procedures affecting the unit and make recommendations to the Chief Financial Officer for improvements.
- Enforce legislative compliance from a unit perspective and adherence to internal controls.
- Ensure that contemporary budgetary, business and financial practices are followed.
- Facilitate compliance with the Public Finance Management Act (PFMA).

- Understand the implication of changes in statutory financial requirements to the company's business. Communicate this to the CFO and executive committee, and implement the necessary company policies to comply with change.
- Support the external and internal audit function to ensure compliance with accounting standards, law and internal controls.

#### **Financial Systems Management**

- Monitor batches on the financial system to ensure that all batches are approved and posted on a regular basis.
- Run integrity checks for the financial system to ensure that all batches are approved and posted; follow up with all users for non-compliance.
- Approving financial system generated monthly reports in preparation for standard monthly reporting.
- Ensure all journal entries are captured and approved on the financial system.

#### **Financial Risk Management**

- Attain clean audit.
- Proactively address adverse audit findings, ensuring no repeats.
- Maintain a financial risk register.
- Mitigate financial and audit risks identified in the risk register.
- Quarterly reporting to the Audit and Risk Committee on risk mitigation and new risks identified.
- SA Tourism Bank signatory.
- Review and approval of work performed by direct reports.
- Approval of statutory payments (UIF, SDL, PAYE etc.).
- Conduct quality assurance on payroll reconciliations.

#### **Financial Reporting and Budgeting**

- Consolidate budgetary inputs from business units and ensure adherence to SA Tourism guidelines.
- Submit draft budgets to the CFO.
- Make recommendations regarding the budget allocation.
- Make periodic adjustments to budgets where required and obtain SA Tourism Board and Treasury approval.
- Responsibility for the Financial Business Unit to ensure all financial reporting deadlines are met.

#### **Participate as an active member of the SA Tourism leadership team (Financial Resource Management)**

- Prepare monthly reports and make presentations as required.
- Actively participate in management meetings, committees, and relevant governance structures.

#### **Qualifications and Experience**

- BCom Financial Accounting Honours Degree or equivalent
- MBA - Masters in Business Administration (advantageous)
- 8 -10 years in financial accounting or a related field, of which 5 years should be in senior management position;
- Previous experience in managing a Finance Department essential.
- Strong proficiency in Microsoft Excel is essential.
- Excellent numeracy and analytical skills.
- Accountable and handle figures with integrity.

## **Professional Certification and Membership**

- Professional certification as a Chartered Accountant with the South African Institute of Chartered Accountants (SAICA) or Chartered Institute of Management Accountants (CIMA) will be an added advantage.

## **Knowledge and understanding of:**

- Knowledge of relevant legislation and regulatory requirements i.e. PFMA, Treasury Regulations and Frameworks on performance information and strategic plans as well as government priorities and imperatives.
- Knowledge of the King Principles.
- Knowledge of international financial reporting standards
- Ability to implement and follow governance and compliance procedures
- ERP Financial system: ORACLE

## **Skills and Competency Requirements:**

- Ability to plan, prioritise and time manage activities.
- Superior verbal and written communication skills. Fluency in English, and additional languages is an advantage.
- Computer literacy in all Microsoft applications including Word, Excel, PowerPoint, and CRM database experience.

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

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Please send your detailed CV to : [finance@southafrica.net](mailto:finance@southafrica.net)

Closing date : 23 February 2024

**No late applications will be accepted.**

Should you not hear from us within two (2) weeks after closing date, kindly consider your application unsuccessful.