

Financial Manager (Ref: 34/2018)

The Cape Town International Convention Centre (CTICC) is so much more than just another convention centre. An exceptional centre requires exceptional staff and the culture of the CTICC is one of teamwork, recognition, personal accountability, and service excellence. We understand that it is only our people who make us the success we are and, as a result, we make every effort to ensure that we recruit and retain talented, qualified and enthusiastic leaders, who are team players, able to embrace our values, fit in with our culture and recognise the value of hard work in a dynamic exciting environment.

The main purpose: The Financial Manager is responsible for communicating financial results to management on a monthly basis to enable the appraisal of the company's actual performance against targets. The Financial Manager is also responsible for the development, implementation and modification for financial policies and practices.

Reporting to the: Chief Financial Officer

Qualifications:

- CA (SA)

Skills & Experience:

- Minimum of 5 years financial management experience
- Must be computer literate and have sound knowledge of the Companies Act
- Knowledge of the Municipal Finance Management Act (MFMA) will be an advantage

Key responsibilities:

- Prepare annual financial statements and annual reports
- Analyse and interpret financial information in the statement of financial position and statement of financial performance on a monthly annual basis
- Consolidated annual budgets for presentation
- Compile and submit standard and ad hoc internal management reports
- Compile and submit quarterly and annual Audit Committee and Board reports
- Interact with external auditors to facilitate the finalisation of annual financial statements
- Maintain and improve financial reporting processes
- Revenue management
- Fixed asset and inventory management
- Preparation of operating and capital expenditure budgets
- Reporting of and advising on financial matters to executive management
- Review and authorize monthly payroll payment



- Banking and treasury management
- Formulate and monitor financial risk management policies and procedures
- Statutory and tax compliance (income tax, VAT and employees' tax)
- Annual reporting as per the Companies Act and the MFMA
- Preparation of financial information for the board of directors
- Management of the internal audit function including providing input on good governance and risk management
- Verify key performance information targets and actual performance on a quarterly and annual basis including compiling quarterly and annual reports for submission in terms of the policy and legislation.
- Management of the SCM function
- Staff management, motivation and training

Personal attributes: This position would suit an individual with good interpersonal, management and analytical skills, the ability to meet deadlines, be in possession of a good credit record and have criminal clearance. The ability to influence and drive change, build partnerships, apply innovation to the work environment with integrity and confidentiality will stand the candidate in good stead in delivering the required output at the level required for this challenging position.

Kindly submit confidential applications to the Human Resources department **before, 19th June 2018 at 17h00** via email, to recruitment@cticc.co.za

The CTICC is committed to Employment Equity and particularly welcomes applications from suitably qualified Historically Disadvantaged Individuals (HDI's).

For more information on the Cape Town International Convention Centre please visit: www.cticc.co.za



We are a green conscious convention centre.

Cape Town International Convention Centre