

BE PART OF THIS TEAM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

POSITION: Finance Manager

Ref: REC/11/16

Minimum Requirements: • A CTA or CIMA or ACCA or equivalent • 5 years' experience in Auditing or Financial Accounting • 3 years' experience at a management level in related field • Public sector related accounting experience will be advantageous.

Required Competencies: • Knowledge of Accounting standards i.e. IFRS and GAAP • Knowledge of SCM Policy and Procedure • Knowledge of related legislation (PFMA, NT Regulations) • Knowledge of Risk Management legislation/policy and practices • Knowledge of AFS preparation process • Knowledge of auditing process • Knowledge of VAT and Tax legislation • Knowledge of Asset Management Policy and Asset Management Practices • Knowledge of Related Legislation • Working knowledge of asset management calculations and processes • Negotiation and problem solving skills • Management Skills • Communication Skills • Performance management knowledge and skills • Performance monitoring skills • Report writing/presentation.

Specific Functional Responsibilities: • **Management of the Finance Unit;** • Meets regularly to determine strategic and operational objectives aligned to organizational strategy • Signs Performance Scorecards with subordinates • Assess performance of subordinates • **Revenue Management;** • Manages revenue billing and collection process • Reports operationally on the performance of debtors • Authorizes and approves invoices and system records before invoicing • Manages bad debt / Non-paying debtors • Implements Debtors Policy • **Expenditure Management;** • Records maintenance and manages proper filing process • Payment authorization and release • Reports on outstanding payments • **Asset Management;** • Record assets on system and depreciate them after looking at use of life, residual values and the like • Manages the claims for lost assets • Updates register to reflect changes • Supervises asset counts bi annually • **Cash Management;** • Cash Book Review • Reviews bank reconciliation • Reports on cash balances to the supervisor • Implements Cash Management Policy • **Legislative Requirements;** • VAT Returns checked • Tax computations done • Income tax payments (Bi-annually) • Organizational Tax Return submitted • Inputs into reports for Department of Trade and Industry (DTI) and Department of Economic Development Environmental Affairs and Tourism (DEDEAT) • Reconciles all benefit and legislative payments • **Reporting;** • Financial Reporting quarterly • Organizational Reporting • Standard, non-standard and compliance reporting • Risk Management as per Framework • **Stakeholder Management;** • Weekly Reporting • Internal audit findings and reporting / compliance • Liaison with SARS • Financial oversight • Legislative Reporting (PFMA and the like) • **Banks;** • Provides oversight over cash on hand reconciliation • Reports in terms of PFMA, Treasury Regulations and the like.

Applications must be submitted by e-mail to: recruitment@elidz.co.za.

The closing date is **07 June 2016** If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill these positions. **Preference will be given to African Females as per our EE Plan.**

Tel: 043 702 8200 / www.elidz.co.za

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east london idz
business streamlined