



FINANCIAL MANAGER

An excellent opportunity has become available for a Financial Manager to join the team at Royal Johannesburg

Scope, Skills, and General Purpose:

We are seeking a reliable and trustworthy candidate with strong communication skills to join our team. This role is crucial for maintaining the efficiency of the finance department and ensuring that monthly financial deadlines are consistently met. The ideal candidate will exhibit a solid work ethic, attention to detail, excellent communication abilities, and punctuality.

Education & Qualification Requirements

Essential: Grade 12 / NQF Level 4

Essential: B. Com or a relevant Finance degree

Preferably: Honours degree

Industry experience is advantageous

Minimum of 5 years' experience as a Financial Manager

Personal Attributes

Be honest and trustworthy | Possess cultural awareness and sensitivity

Demonstrate sound work ethic | Reliability | Friendly and helpful

Must have a clear ITC and criminal record

CLOSING DATE FOR APPLICATIONS: FRIDAY, MARCH 21, 2025

EMAIL: hr@royaljhb.co.za | robstretch@gmail.com

Please note that only shortlisted candidates will be contacted.

RESPONSIBILITIES & DUTIES

Principal Accountabilities:

- To lead and manage all aspects of the Company's Financials. This includes and is not limited to the following:
 1. Financial Management (Management Accounts, Budgets, Forecasting, Balance Sheets, Debtors, Creditors, full function payroll, day to day Financial Operations).
 2. Administration (Logistics, Human Resources, policies, and procedures).

Responsibilities:

- Analyse & interpret data in order to provide information to the Manager in compiling the monthly Management Accounts
- Manage accounting policies, procedures & processes & identify weaknesses on a continual basis, suggest improvements to be implemented where required.

Bank Management

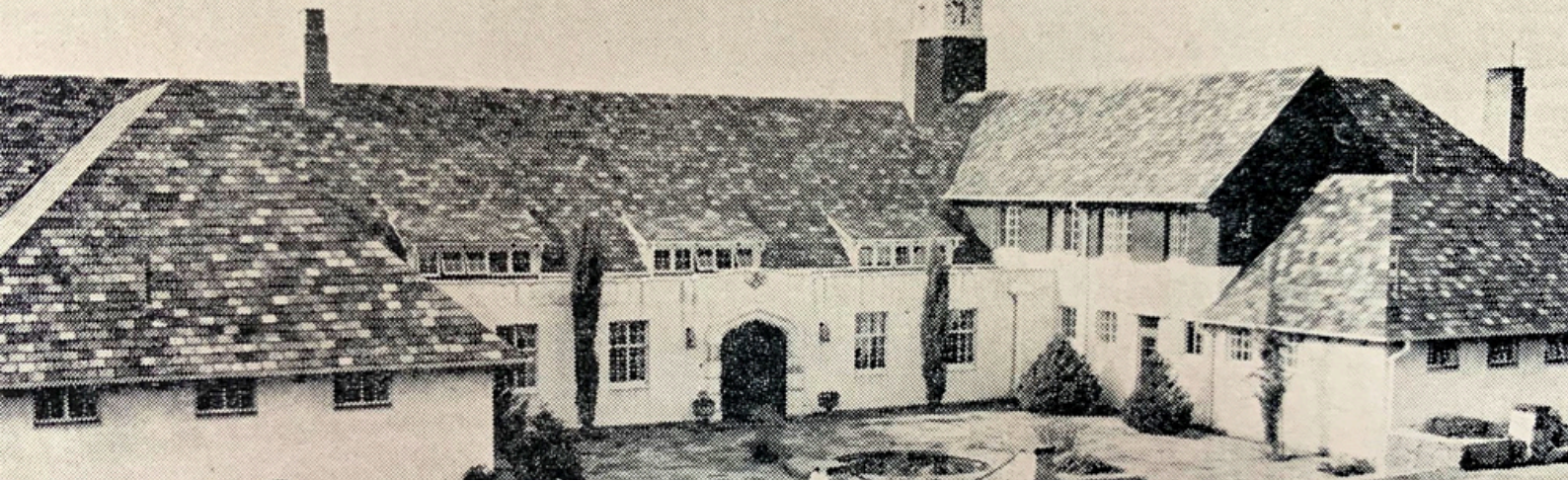
- Process the bank statement into the accounting system daily
- Reconcile the Bank GL account
- Process payments on a weekly basis
- Full payroll function + recons
- Oversee preparing monthly debit order collections

Accounts Receivable:

- Oversee the capture of receipts, verify supporting documents for validity & accuracy
- Oversee the process of debtor invoices where required
- Manage financial admin for membership accounts
- Manage & reconcile member spending accounts

Accounts Payable:

- Oversee the weekly creditors payment list
- Oversee the preparation of all creditor payment batches in the accounting system
- Oversee and ensure all invoices processed are valid & accurate



Month-end and Year-end closure

- Ensure all month end journal entries are posted
- Prepayments, accruals, provisions
- Reconcile all Balance Sheet general ledger accounts
- SARS VAT201 preparation and submission, as well as reconciling VAT on all sales items (incl. sales credits)
- Maintain Fixed Asset Register & monitor Capital Expenditure ✓ Annual membership billing
- Issue membership invoices & credit notes

Annual audit preparation

- Compile & prepare the relevant supporting documents & files as requested by the Auditors.
- Assist the auditors during the audit with any queries.

Human Resources/ Compliance/ Legislation

- IT14SD preparation and Workings (VAT & payroll Taxes)
- Payroll function, UI-19 submissions, EMP201, Annual and bi-annual EMP501 reconciliations, IRP5's and Workman's Compensation Annual Returns

General

- Weekly cash flow forecast submitted to CEO
- Oversee daily cash ups and ensure cash is all accounted for correctly
- Oversee the updating of Cash-Up's and resolving any discrepancies
- Staff Management

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