



The South African Council for the Project and Construction Management Professions (SACPCMP) is a juristic person established by section 2 of the Project and Construction Management Professions Act (Act No.48 of 2000) which provides for statutory professional certification, registration and regulation of Project and Construction Management Professions in order to protect public interest.

Position: Finance Manager (5 Years Fixed Term)

Salary- Negotiable

Role Description:

To provide professional services in the following areas:

- Financial Accounting and reporting
- Financial Management and reporting (Revenue, Expenditure, Asset, and liability Management)
- Budgeting & Forecasting
- Payroll Management
- Treasury
- Internal Audit
- External Audit support
- Procurement
- To provide support to the Finance Executive.

The candidate will be responsible for the following:

1. Perform account analysis and reconciliation of balance sheet accounts & all subsidiary ledgers at the end of each month.
2. Perform analysis and review of the trial balance (Monthly)
3. Prepare management accounts and accompanying reports for review by Finance Executive
4. Prepare financial statements for review by the Finance Executive
5. Review reconciliations and reports prepared by Jnr Accounts
6. Review reconciliations and reports prepared by Jnr Accounts
7. Provide support to junior staff members
8. Coordinate month-end close, year-end close and audit tasks.
9. Ensure accuracy, completeness, and validity all transactions processed on the systems
10. Coordination of all audit activity. Includes preparation of Schedules and reconciliations as requested by external auditors and internal auditors

11. Drafting of annual budgets
12. Quarterly monitoring and drafting on reasons for budget to actual variances
13. Ensure proper implementation of controls with the finance department
14. Review and approving of payment requisitions
15. Prepare monthly/quarterly/annual finance reports
16. Manage tax compliance function, including tax returns, calculations, and tax audits
17. Provide technical support on all tax related matters (VAT, PAYE, Companies Tax)
18. Ensure IFRS compliance
19. Ensure Compliance with the finance related requirements contained in the SACPCMP Act
20. Presentations at Exco and oversight committees
21. Finance department risk management
22. Review procurement reports
23. Ensure implementation of Council and Committee resolutions.
25. Optimise staff contribution towards the achievement of both the strategic and operational objectives.
26. Provide inputs in the development of people plans and ensure the implementation thereof.
27. Guide, deploy and lead all people employed within the business unit.
28. Provide leadership by ensuring that best people management practices are applied
29. Ensure optimal utilisation of people and technology
30. Conduct performance reviews/appraisals and ensure appropriate people development plans are implemented

Requirements:

- Grade 12
- BCom Accounting , post graduate qualification
- SAICA articles
- Registration with professional body may be advantageous
- 5 years' experience related work

In this position you will be reporting to the Finance Executive.

Closing date: 12 December 2022

If you have not heard from us within 2 weeks of the closing date, regard your application as being unsuccessful. SACPCMP reserves the right to make appointments or not.

Please clearly indicate the position you are applying for.

Please submit your CV and **certified copies of your qualification** to:

E-mail address: recruitment@sacpcmp.org.za

Address: **Erasmusrand, Pretoria**