

### **JOB SPECIFICATION – FINANCE MANAGER**

<b>Position Title</b>	: Finance Manager
<b>Position Reports to</b>	: Finance Executive, with a strong dotted line to the Divisional Executive
<b>Governance Committee</b>	: Member of Divisional Management Committee
<b>Direct Reports</b>	: Two (2) direct reports and overall responsibility for the finance team
<b>Office Location</b>	: Adapt IT Johannesburg Campus or Durban Campus

### **PURPOSE OF THE POSITION**

The role of a Finance Manager is primarily responsible for providing leadership and operational efficiencies to the divisions. Reporting to the Finance Executive, with a strong dotted line to the Divisional Executive, the FM will be accountable for driving business performance and finance priorities in line with the growth strategy.

From a finance business partnering perspective, the role is critical in supporting the Divisional Executives in driving strategy, annual budgets and growth priorities. The overall expected outcome is to maximize revenue, margins and continuously improve profitability, contributing to the achievement of divisional targets and overall Adapt IT profitability.

The ideal candidate will have previous experience in a similar role, and a proven track record of delivering results in such a role.

### **PRIMARY RESPONSIBILITIES FOR THE ROLE:**

#### **a) Management and Financial reporting**

- Responsible for complete and accurate financial and management accounts reporting for all entities within the sector which includes budgeting, forecasting, month end reporting, consolidation, interim and year end processes.
- Responsible for accurate and timely accounting on a business unit, portfolio, project and product level using best practice principals applicable to the ICT sector.
- Strictly comply with group reporting timelines, particularly during interim and year end reporting periods;
- Responsible for optimising and enhancing effective financial monitoring and driving continues improvements in the finance function.

- Responsible for maintaining complete and accurate financial records for all entities within the sector which includes the Trial Balance, with focus on Reconciliations for Provisions and Accruals.
- Review all monthly Balance Sheet reconciliations, and balance sheet control of all bank accounts;
- Comply with all IFRS standards in budgeting, management reporting and AFS, particularly IFRS 15, IFRS 9 and IFRS 16;
- Working capital management, including daily monitoring of cashflows, timely collection of debtors, with focus on reducing debtors' days and managing creditors payments and associated reconciliation with focus on cost control.
- Approval of online release of purchase orders, with the review of contracts for commercial terms where applicable. Including the reconciliation and balance sheet control of all bank accounts.
- Understanding the Capex requirements, budgeting and fixed assets register management.

#### **b) Business partnering**

- Overall responsibility for finance in the division through driving business growth priorities and monitoring business performance.
- Together with the management team, drive growth (organic and acquisitive) and maximise profitability in the division through effective business partnering, bringing financial insights into decisions.
- Responsible for providing insightful and timely financial management information for product and portfolio decision making.
- Drive, quantify and track margin enhancement and savings projects and evaluate risk and opportunities on margin, challenging inefficiencies.

#### **c) Risks and Audit Management**

- Responsible for applicable statutory and regulatory requirements, including IFRS, tax planning and structuring.
- Responsible for preparing tax, vat, deferred tax computations, as applicable.
- Responsible for the implementation and maintenance of the risk governance process, ensuring business risk owners formulate and maintain required controls to reduce risk.

- Responsible for implementing and continuous monitoring of internal controls and an appropriate financial reporting system and ensure alignment with group at all times.
- Develop a risk based internal audit plan with group and Internal Auditors and drive the internal audit process, including timely implementation of management actions.
- Responsible for facilitating the external audit completion with no significant findings.
- Responsible for implementation of a risk and control matrix, including monitoring and monthly attestation, in line with the JSE Listings Requirements for submission to group.
- Responsible for the implementation and maintenance of the risk governance process, ensuring business risk owners formulate and maintain required controls to reduce risk.

#### **d) Team management**

- Management of an effective finance team structure, including coaching and mentoring to direct reports.
- Develop, performance manage and ensure optimisation of business unit resources.
- Strategically manage B-BBEE for the division.
- Any other managerial responsibilities as and when required.

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#### **Minimum Qualification and Experience Requirements:**

- Professional accounting certification - CA(SA)
- Written and spoken English
- Minimum 5 years relevant finance/accounting experience preferably in an ICT environment
- Strong influencing, communication and presentation skills, with high accuracy and attention to detail

#### **Desired Skills, Experience and Qualities:**

##### **Integrating Finance with the business**

*Actively engaging Finance with other functions and roles (external and internal) using effective communication methods*

- Explaining relevant financial issues in an understandable and persuasive manner
- Using effective communication to build trust and relationships
- Exercising judgment and creativity in making decisions

### Business focused financial analysis

*Utilizing financial analysis skills to optimize business decisions*

- Assisting in linking value drivers to operational and financial performance to evaluate alternatives
- Identifying and interpreting trends and following up anomalies
- Providing the analytical detail to the level that fits the purpose
- Challenging business assumptions and proposals with financial analysis tools
- Effectively utilising of IT solutions

### Driving Value

*Actively seeking and implementing opportunities to maximize value in any aspect of the business.*

- Setting a culture of finance continuously striving for better performance
- Challenging the current state in order to seek real improvements
- Embedding control, compliance, and segregation requirements in process and system design

### Leading People

*Motivating and developing people to deliver superior results in a responsible manner.*

- Building and maintaining effective culture with Finance
- Creating a climate in which individuals and teams develop their potential and contribute their best
- Managing accountabilities and providing timely and constructive feedback
- Coaching and providing development opportunities that enable high performance

### Living the Values

*Aligning behaviours, decisions and actions with the company Values*

- Ensuring compliance with all applicable policies, regulations, standards and governance requirements
- Treating all people fairly and consistently, and with dignity and respect
- Being ethical, honest and sensitive in all dealings
- Taking corrective action to address inappropriate decisions or actions

### Leading Self

*Taking responsibility and accountability for own behaviour, performance and development.*

- Taking ownership for own performance and decisions and their impact on the business
- Demonstrating tenacity and resilience even when faced with obstacles
- Seeking opportunities for personal feedback, learning and development
- Acting decisively when tough or quick action is required

### Managing Change

*Initiating and implementing change with commitment and drive.*

- Constructively challenging the status quo to improve performance
- Creating an appropriate sense of urgency for change
- Actively engaging others in the vision and purpose of change and influencing the change process
- Maintaining focus and seeing change through to completion
- Recognising and celebrating progress in implementing change

### Business Focused Collaboration

*Leveraging the broader organisation for value creation through sharing knowledge, experience, resources and skills.*

- Sharing, seeking out knowledge, best practice and resources across the Group and the Business Units
- Valuing and drawing on others' skills and experience
- Thinking and acting in the interests of the Group as well as the Business Units

### Strategic Effectiveness

*Assisting (largely financial info and KPIs) with development and communicating rigorous and creative business strategies that drive sustainable value for the company*

- Communicating a compelling and competitive business strategy
- Adding value by promoting innovation and leveraging new ideas

### Personal Attributes:

- Strong leadership ability with personal credibility capable of effectively interacting with all stakeholders

- Sound influencing skills in dealing with internal and external stakeholders
- Focused and results oriented, driven by excellence and a change agent
- Sound values with high integrity
- Effective communicator at all levels

Contact Person: [Quraisha Moola](#)

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