



## FINANCIAL MANAGER – SSC C5 – D1

As part of the S189 Restructure process, the above vacancy has become available.

As a Financial Manager – SSC, the successful incumbent will be responsible for the daily financial operational functions within the SSC Finance Dept, this includes managing a team of staff in delivery of Group Financial Objectives.

### **Responsibilities:**

- Strategically and effectively lead and oversee the Shared Services Centre (SSC) Finance Portfolio
  - Oversight and control over SSC function
    - Accounts Payable (AP)
    - Accounts Receivable (AR)
    - Cashbook
- Ensure all responsible recons and month-end closure occurs as per Finance Calendar
  - Ensures timeous updating of the Balance sheet recon checklist
  - Ensure that at every month end, the Accounts Payable age and control account balances reconcile (Ledger and Subledger)
  - Ensure that at every month end the Accounts Receivable age and control account balances reconcile (Ledger and Subledger)
  - Ensuring that all bank monthly recons have been completed
- Credit Control oversight
- Final reviewing of the Naviga system to check that all invoices, credit notes and w/off have been posted to the age analysis on Naviga
- Month end closure – Revenue
- Cashbook
  - ensuring all bank movements for the month is balanced to the BSR report
  - Reviewing dashboard and checking on all uncleared items to further reduce the unreconciled cashbook balance
  - ensuring all bank movements for the month is balanced to the BSR report
  - Checking that paper checking has been concluded and invoicing is up to date
- Ensure that AP team has processed all relevant invoices in correct period before AP closure
- Assist AP team with supplier recon issues
- Assist AP team with any remittance issues
- Ensuring that Working capital files for AR and AP are sent weekly to the Group Financial Controller
- Ensure that write-offs are done monthly by preparing the file and sending to the group financial controller for approval
- Reviewing of refund documents and approving of Refunds
- Attorney recons reviewing and approval
- Oversee the Negotiating of payment arrangements with clients to avoid hand over
- Monitoring performance with tracking and establishing corrective measures as needed, and prepare detailed reports, both current and forecasting
  - Reviewing of the age analysis collection activity
- Reviewing cashbook clearing and checking up on cashbook team to access if they on par with deadlines
- Reviewing unallocated receipts on BSR to check if payments can be tracked to the customer's account
- Assisting staff with reconciliation of accounts where attention to detail is required.
- Reviewing of all payment allocations on X3 and posting of payment batches
- Reviewing of new credit applications
- Reviewing of journals and posting
- Together with the Group Financial Controller determine the daily working capital requirements
- Assist AP team with supplier recon issues
- Assist AP team with any remittance issues
- Resolving queries and problem solving
- Adhoc duties delegated by senior management
- Ensure implementation and adherence to finance and risk policies, procedures and systems approved by the Chief Financial Officer.

### **Minimum Requirements**

- Financial qualification preferably a B.Com Degree
- Minimum 5 years' experience in Accounts Receivable, Accounts Payable and Cashbook skills.
- Minimum 5 years accounting experience.
- Minimum 5 years staff management experience.

**Required Competencies**

- Must have the ability to think creatively.
- Be a self - starter that shows initiative and ability to work independently.
- Be extremely motivated and driven to work in a highly pressurised fast pace environment.
- Be highly flexible working long, irregular hours nightshift, weekends and public holidays
- Be prepared to travel long distances across the province and country.
- The ability to work under constant deadlines pressure

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All interested and suitably qualified applicants must submit a completed application form no later than 12h00 noon on **Wednesday, 06<sup>th</sup> November 2024** to Human Resources at: [vacanciescape@corporateservice.co.za](mailto:vacanciescape@corporateservice.co.za)