

EXTRAORDINARY CAREERS

POSITION	Manager – Finance
VACANCY ALERT	19 June 2018
REGION	Bryanston, Johannesburg
PROPERTY	Imbali Safari Lodges
ABOUT THE POSITION	<p>Requirements</p> <ul style="list-style-type: none"> - Assist in the development and maintenance of financial controls over all aspects of the unit's business. - Together with Operations Managers and General Managers, assist in compilation of budgets, development of programmes, schedules and objectives which will enable the efficient and most profitable running of the hotels. - Understand and interpret the financial accounts on a monthly basis of each property and to report back to the Group Chief Executive Officer on any anomalies. - Be responsible for the year end audit of the properties. - Approve monthly financial packs and present this to the Chief Executive Officer. - Approve the weekly financial reports and present this to the Chief Executive Officer. - Compile variance report on all overspends on budgets. - Compile monthly financial report and highlight variances, discrepancies and/or changes in policy or strategy. - Ensure that all financial manuals and checklists are adhered to. - Write additional policies and procedures, as required, for the approval of the Chief Executive Officer prior to implementation. - Ensure all unit admin staff know what results are expected of them. - Improve the skills level of all accounting staff. - Promote job satisfaction. - Oversee training and development within the unit's accounting departments. - Personnel Function: <ul style="list-style-type: none"> - Maintenance of Personnel Files, Contracts, Leave Schedules, Medical Aid, Provident Fund, etc. - Procedures Updates - Payroll - Compliance to any relevant statutory requirements - Conduct audits of all documentation in employee files - As the Financial Manager, your previous experience includes, but is not limited to heading up finance, as a self-driven individual with very little financial supervision. You should be commercially astute with strong leadership qualities.
SYSTEM REQUIREMENTS	<ul style="list-style-type: none"> - Proficient in Microsoft Office, especially with Good to Advanced Excel Skills - Proficient in Pastel Partner - Proficient in VIP Payroll - Good working knowledge / understanding of Hospitality PMS system – APEX would be a plus

LEVEL	Management
MINIMUM EXPERIENCE & REQUIREMENTS	<ul style="list-style-type: none">- Applicants must have at least 5 years' experience in a related field with a solid track record working as Financial Manager or Financial Accountant within the Hospitality Industry.- Matric is a minimum requirement, but a further qualification is a bonus.- Valid RSA ID
SALARY	The package includes a Provident fund and medical Aid of which the company contributes 50% towards the principle member. The remuneration will be discussed at the interviews.
TO APPLY	All applications must be submitted to careers@extraordinary.co.za or Fax no 086 236 4193. Closing date for this advert 29 June 2018. Should you not receive any feedback within two weeks from closing date please consider your application as unsuccessful.
CONTACT	Danielle Levey on danielle@extraordinary.co.za or 011-4633070.

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