



INTERNAL VACANCY

VACANCY	MANAGER : FINANCE (PRESTIGE)	DIVISION	FINANCE
TYPE OF EMPLOYMENT	FIXED TERM CONTRACT (12 MONTHS)	CLOSING DATE	
GRADE	D-LOWER	15 APRIL 2019	

PURPOSE OF THE POSITION

- ✓ The purpose of this role is to be accountable for the financial accounting function of Prestige Bullion.
- ✓ The key deliverables are achieved through developing efficient systems and processes that enable the application of technical and specialist financial knowledge in the interpreting of financial information.
- ✓ The role is also responsible for the managing of the financial affairs of a Joint Venture and other subsidiaries.

MINIMUM QUALIFICATION

- ✓ Preference will be given to a candidate that has a completed matric certificate and a tertiary qualification, Bachelor of Commerce.

SKILLS AND ATTRIBUTES

- ✓ Computer software: Microsoft Office (Advanced Excel); SAP
- ✓ Self-development – Keep abreast of changes by attending seminars and read relevant publications.
- ✓ Communication - An ability to converse with a diverse group of individuals or teams to produce concise written reports.
- ✓ Interpersonal skills - Able to get the best out of people and engage with all levels of employees.
- ✓ Able to design effective financial processes and systems.
- ✓ Presentation - Able to transfer technical knowledge through presenting in various formats.
- ✓ Report writing skills - An ability to co-ordinate, prepare and produce accurate meaningful reports to management
- ✓ Resource management skills - The ability to plan and use resources effectively
- ✓ Honesty - An acute sense of honesty and moral conduct.
- ✓ Integrity - High personal standards of integrity in all situations and maintain confidentiality on sensitive data.
- ✓ Highly motivated and self-starter - Be able to work with minimum supervision
- ✓ Dead line driven - Be able to meet dead lines

- ✓ Attention to detail - Be able to do detailed work consistently
- ✓ Analytical numerical literacy - Accuracy and excellence in the execution of this financial role
- ✓ Interactive skills - Ability to interact with all other employees in a professional and social manner.

KNOWLEDGE AND EXPERIENCE

- ✓ Preference will be given to a candidate with up to 10 years of experience within a financial management environment.
- ✓ Financial accounting - To ensure that Prestige Bullion and other subsidiaries' reports are maintained and that accurate timely financial reports are issued to management and shareholders
- ✓ Foreign exchange conversion and accounting for foreign transactions
- ✓ Knowledge of South African Tax Legislation
- ✓ Knowledge and work experience to apply project management principles.
- ✓ IFRS, FICA, KING, and Corporate Governance knowledge.

MAJOR RESPONSIBILITIES

Finance Operational Optimisation: Monthly reporting cycle

- ✓ Prestige's Management report, journals, reconciliations and SAP update
- ✓ Results accurate and of good quality
- ✓ Improve value adding reporting schedules
- ✓ Meeting all monthly time-table due dates
- ✓ Administer all tax affairs of Prestige Bullion
- ✓ Prepare and report monthly management reporting for Prestige Bullion
- ✓ Co-ordinate internal and external audit relating to Prestige Bullion
- ✓ Prepare board and management committee papers
- ✓ Prepare annual financial statements for Prestige Bullion
- ✓ Administer VAT for Rand Refinery
- ✓ Accounting, consolidations and elimination of other subsidiaries
- ✓ Reconciliations of inter-company loan accounts



Stakeholder Optimisation: External Audit (annual)

- ✓ Meeting all annual time-table due dates set by SA Mint
- ✓ Ensure that financial results are accurately reported.
- ✓ No internal or external audit issues reported.

Stakeholder Optimisation: Annual Financial Statements

- ✓ Ensure that Annual Financial Statement are produced and issued without errors.
- ✓ Comply with all IFRS disclosure requirements.
- ✓ Improve quality and value adding reporting.

All tax matters:

- ✓ Ensure that all monthly VAT returns and annual provisional tax and tax returns are submitted on time.
- ✓ Ensure that there is documentation to support all tax returns.
- ✓ Ensure that all taxation payments are made on time.
- ✓ Reconcile SOA with GL on quarterly basis.
- ✓ Tax audit cleared without any queries.

Stakeholder Optimisation: Budget Cycle

- ✓ Manage the completion of a budgeting process from start through to the approval stages.
- ✓ Value adding reports produced
- ✓ Quick turn-around with changes
- ✓ Support for all items
- ✓ Additional information incorporated where necessary.
- ✓ Corporate costs well defined

SALARY

Salary and benefits will be negotiated in line with relevant experience and qualifications.

APPLICATION PROCESS

- ✓ Applications are to be submitted in writing on the approved internal vacancy application form, (CV's may be attached) and forwarded to: Nonkululeko Simelane, nonkululekos@gold.co.za, HR Department.
- ✓ Kindly provide proof of qualifications and experience.
- ✓ Consideration will be given to the Rand Refinery employment equity policy as part of the selection process. Please note that should your application be unsuccessful, you will be notified in writing.