

Finance Manager

Full time

National Head Office – Johannesburg

St John – South Africa, an international non-profit organisation specialising in first aid, eye care, youth development and community health training, is seeking to employ a Finance Manager at its national head office in Westcliff, Johannesburg. The successful candidate will be responsible for processing financial data, preparing of monthly, quarterly and yearly financial statements and also preparing month-end and year-end close out.

Key Performance Requirements:

Financial Analysis

- Build, analyse and interpret numerical and non-numerical data to determine potential risk exposure and statistical inferences to inform business decisions
- Analyse and interpret performance utilising financial ratios, trends, business insight and value drivers
- Prepare financial reports of costs, cash flows, revenues, and related items to inform management decision making.
- Interpret financial reports, measure performance and execute key ratio analyses

SARS

- Represent St John and liaise with SARS
- Manage and oversee VAT submission and associated payments
- Prepare and submit PAYE/UIF returns and associated payments
- IRP5 submissions including EMP201 and EMP501

Payroll & Related Responsibilities

- Review and reconcile payroll control accounts
- Allocate staff expenses to respective Business Units (BU's)
- Co-ordinate COIDA submissions and audit

Performance

- Consolidate financial information across regions to provide budgets, cash flow forecasts and 4-year plan
- Produce monthly regional reports against forecasts and budgets to manage regional performance.
- Have a clear understanding of variances including the financial impact on regulatory changes
- Understand performance of products within each business including a good understanding of margins
- Provide financial and non-financial insights for each BU and region against targets
- Provide input, financial analysis and insights to Business Partners in order to lift performance within each Business Unit
- Collaborate with and leverage off Business Unit leaders to understand, pricing/ volumes and use information to provide financial analysis and insights
- Identify and advise Business partners on focus and risk areas on that would impact performance

Governance

- Define financial data governance framework for Business Units to ensure that the data related to Business Unit transactions are mapped correctly on the General Ledger (GL) and Management Information (MI); and that there's accurate linkage between transactions and revenue.
- Prepare and review all Half-year and Year-end requirements relating to performance (region and Business Unit)
- Prepare and review Quarterly report requirements
- Identify any risks and highlight appropriate mitigating actions/solutions
- Monthly input into Exco on the financial results on both Business Unit and Regional performance
- Have a good understanding of the economic landscape and regulatory challenges that BUs are operating within as well as opportunities within each region

Audit

- Manage the audit process
- Review and update draft AFS, as required
- Liaise with audit team to ensure a smooth/seamless process

S18a Certificates/Receipts

Prepare S18A certificates/receipts as and when required

Qualifications and Experience:

- Matric
- Bachelor's degree
- Preferred qualification - Honour's degree
- CA(SA) or CGMA
- Minimum of 5 years' relevant experience.
- Computer Literacy in key MS systems and Palladium
- Field of Study: Finance & Accounting

All interested persons who meet the key requirements may submit applications. All applicants must submit their CV and certified copies of formal qualifications to: careers@stjohn.org.za no later than 10 August 2022.

No late applications will be entertained after the closing date.



St John
Here for Good

If you are not contacted within 30 days of your application, please consider your application unsuccessful.