

The Sishen Iron Ore Company-Community Development Trust (SIOC-CDT) was established in 2006 by Sishen Iron Ore Company (Kumba Iron Ore Limited), to invest in the development of the communities in which the company operates. The Trust focuses primarily on beneficiary communities adjacent to the Sishen Iron Ore Company's (SIOC) mining activities in the Northern Cape and Limpopo and invests significantly in community development projects aimed at ensuring sustainability beyond mining operations.

The organisation reserves the right not to fill this position.

Finance Manager
(Total package: Market Related salary)
FIVE (5) years Fixed-Term Contract
Centre: Johannesburg, Gauteng (Hybrid model)

Job Summary

The position reports to Head of Finance. The primary role of the incumbent in this role is to be responsible for the day-to-day finance function and supporting the Head of Finance with fiscal management of SIOC-CDT finance resources of SIOC CDT and its subsidiaries.

Key performance areas:

Prepare and process month end journal entries to the general ledger, eg fair value adjustments of investments etc. ● Prepare and post accrual and provision journal entries to the general ledger. ● Complete and submit for review: EMP 201, EMP 501 and VAT 201; Pension Fund contribution confirmations; IT 12E or IT 14 and IRP 6. ● Prepare year end Trial Balances by preparing year end journals and reviewing all balance sheet reconciliations for year-end. ● Review monthly payroll and prepare payment packs for employee payments. ● Provide input into the development of the departmental operational plan. ● Implement approved divisional strategies/ initiatives. Determine how resources and processes must be utilised / applied to achieve the objectives. Mobilise resources to ensure achievement of departmental targets and objectives. ● Facilitate the approval of payments; Coordinate fixed asset and inventory counts. ● Obtain, check and refine information. ● Collate and submit: Annual Consolidated and separate annual financial statements; Monthly Management Accounts. ● Run data exception reports and take corrective action. ● Conduct document control spot-checks. ● Recommend corrective action when required. ● Complete an IFRS checklist to ensure the completeness and compliance of the annual financial statements. ● Provide input into annual budget planning process and submit to line management for approval. ● Monitor and allocate expenses. Assess expenditure and resolve gaps. ● Support identification, implementation and development of processes to optimise cost efficiency. ● Implement and effectively manage the approved budget (operational and labour). ● Identify and develop processes to increase efficiency and reduce cost drivers. ● Continuously review cost vs benefit, report variances, recommend implement remedial action within span of control to minimise variances. ● Provide specialised technical / professional support to internal and external stakeholders to ensure achievement of functional and organisational objectives. ● Build, support and maintain healthy, diverse internal and external relationships to ensure achievement of organisational goals. ● Implement remedial actions where required. ● Plan, schedule, coordinate and supervise subordinate activities to ensure efficiency and achievement of goals. ● Participate in people development initiatives such as performance management and talent management to ensure team performance meets required standards. ● Agree and implement own and sub-ordinates' development plans. Assess team development needs and close gaps. ● Coach subordinates by explaining how and what must be done to ensure appropriate team development. ● Contribute to the development and continuous improvement of organisational standards, policies and procedures within span of control and monitor implementation to ensure full compliance. ● Adhere to and ensure adherence to statutory regulations, organisational standards, policies and procedures. ● Report non-compliance and implement corrective actions to ensure compliance. ● Address all internal and external audit findings.

Minimum Requirements and Attributes:

Educational Qualification: BCOM / BCOMPT Honours OR equivalent. Experience: Minimum 10 years' experience in Finance and 5 years should be at management level.

Competencies and Computer Literacy Required

Problem solving skills Required ● Analytical ● Planning skills ● Strategic thinking ● Stakeholder management ● Project Management ● Negotiation skills ● Organising skills ● Reporting ● Decision-making skills ● MS Word ● MS Excel ● MS PowerPoint ● Monitoring and Evaluation
ERP system, CaseWare, Payroll system, Microsoft Teams.

Applications

For applications stating the name of the position, please forward your CV, certified qualification copies (A SAQA certificate of evaluation must accompany foreign qualifications) to hr@sioc-cdt.co.za

Correspondence will be limited to applicants only. If you do not hear from us within 10 days after the closing date, please note that your application was unsuccessful. Enquiries: Thandiswa Matose in HR at 066 300 6038

Closing date: 09th December 2022

