

Manager - Financial Accounting

Job Profile	
Job title:	<ul style="list-style-type: none"> - Manager - Financial Accounting - Patterson Grading – D3
Location:	<ul style="list-style-type: none"> - South Africa
Job summary and objectives	
Functional area	
<ul style="list-style-type: none"> - Finance 	
Job purpose	
<ul style="list-style-type: none"> - To prepare accurate monthly consolidated accounting outputs, including journals, ledgers and trial balances - To support and oversee all financial accounting activities, including fixed-asset accounting, accounts payable, accounts receivable (and customer invoicing), credit/debit note adjustments - To develop an optimised annual tax plan that ensures tax liability is minimised - To ensure all accounting and other financial activities of ROMPCO are compliant with internal/external audit regulations - To support the CFO in implementing the relevant strategies within the function and any associated strategic initiatives 	
Long-term objectives	
<ul style="list-style-type: none"> - Oversee and manage all accounting activities/tasks and ensure their accurate and cost-efficient delivery - Ensure continuous compliance with tax regulations in South Africa and Mozambique 	
Short-term objectives	
<ul style="list-style-type: none"> - Prepare accurate and timeous accounting outputs - Define an optimised annual tax plan - Develop capital expenditure plans and budgets 	
Responsibilities	
Key Responsibilities	
Financial Strategy Definition	
<ul style="list-style-type: none"> - Provide input into the development of the Financial strategy - Drive implementation of the relevant strategic initiatives 	
Tax	
<ul style="list-style-type: none"> - Develop the tax strategy (for both South Africa and Mozambique), in collaboration with the MZ tax specialist - Develop an optimised annual tax plan for RSA and Mozambique by forecasting the expected tax liability and minimising it as appropriate - Monitor and review tax performance against tax plan goals - Calculate and prepare annual tax returns and VAT submissions - Manage all tax queries and monitor tax compliance - Account for all taxes in relevant financial records - Discuss any exceptions or breaches in tax compliance and explore remedies for mitigations, in collaboration with the MZ tax specialist 	

Accounting

- Oversee all day-to-day accounting activities
- Prepare trial balances
- Close accounts, build accruals and execute adjustments for monthly, quarterly and annual closing activities
- Develop capital expenditure plans and budgets for fixed-asset accounting
- Assist in reviewing and approving capital projects and fixed asset acquisitions
- Monitor and track capital projects and budget spending
- Measure financial returns of completed capital projects
- Track and validate fixed asset books and calculations
- Oversee all payables/receivables activities and establish all related policies
- Approve/clear all payables/receivables in Mozambique and South Africa
- Respond to and resolve payables/billing queries
- Oversee credit control activities, including corresponding and/or negotiating with delinquent accounts
- Oversee debit/credit note adjustments
- Review General Ledger reconciliations

Financial responsibilities

Financial responsibilities	Work location and travel
- Yes – oversight of accounts and financial management as per the ROMPCO DoA	- ROMPCO office (ZA) with some travel to Mozambique on an ad-hoc basis

Key performance indicators

Finance

- % capital projects within budget
- ROI on capital projects
- Penalties acquired for non-adherence to regulatory reporting requirements

Operations/HSE

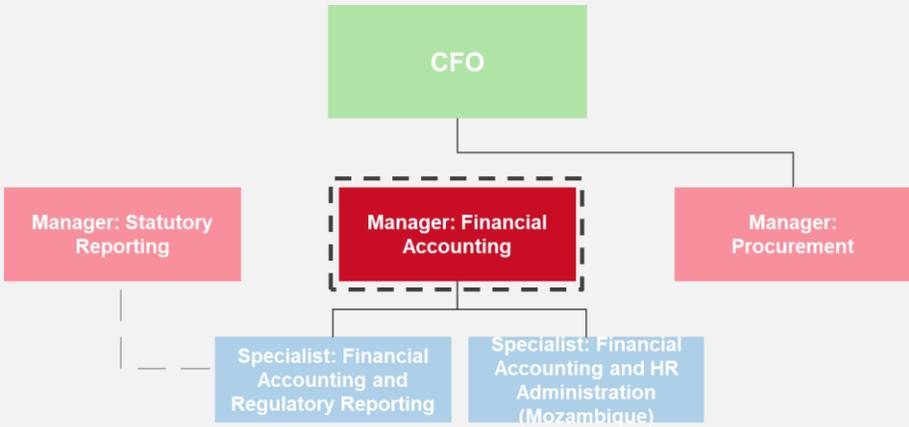
- Number of audit findings
- Days payable outstanding
- Days sales outstanding
- Time taken to respond to enquiries
- Effective tax rate
- % on-time tax filings
- Number of resubmitted tax returns due to errors
- Number of regulatory reporting compliance queries/issues
- Regulatory reporting timeliness

People

- Finance employee satisfaction level
- Finance employee overtime hours
- % of objectives laid out in Individual Development Plan achieved

Customers

- Billing accuracy

Interfaces	
Organisational Structure	
 <pre> graph TD CFO[CFO] --- MSR[Manager: Statutory Reporting] CFO --- MFA[Manager: Financial Accounting] CFO --- MP[Manager: Procurement] MFA --- SFA[Specialist: Financial Accounting and Regulatory Reporting] MFA --- SFAHR[Specialist: Financial Accounting and HR Administration (Mozambique)] </pre>	
Reporting relationships	
Reports to	
- CFO	
Supervises	
<ul style="list-style-type: none"> - Specialist: Financial Accounting and Regulatory Reporting - Specialist: Financial Accounting and HR Administration (Mozambique) 	
Key business contracts	
Key internal and external contacts	Reason for frequency of communication
Internal: CFO <ul style="list-style-type: none"> - Manager: Statutory Reporting - Specialist: Financial Accounting and Regulatory Reporting - Specialist: Financial Accounting and HR Administration (Mozambique) - Internal Audit 	Internal: <ul style="list-style-type: none"> - Submission of accounting outputs for reporting and consolidation (monthly) - Review of accounting outputs, cash-flow/costs and financial performance (monthly) - Approval of payables/receivables (as per payment runs)
External <ul style="list-style-type: none"> - External tax firm (MZ) - External audit 	External: <ul style="list-style-type: none"> - Submission of RSA and MZ tax calculations and other relevant information (monthly, annually)
Qualifications	
Education and training	
Minimum qualifications	
<ul style="list-style-type: none"> - Bachelor's in Accounting or related qualification and CA(SA) - Completion of advanced taxation modules 	
Additional qualifications	
- Related master's degree	

Experience	
Minimum experience	
<ul style="list-style-type: none"> - 3+ years managerial experience - 6+ years of relevant work experience in an accounting role - Strong financial and accounting background, with experience managing accounts for a multinational company - Credit controlling experience - Working knowledge of accounting software, systems and tools - Experience in managing tax for a company with a turnover of > USD 150m, across multiple geographies - Demonstrated ability in ensuring projects are completed successfully (on time and within budget) 	
Additional experience	
<ul style="list-style-type: none"> - Experience working across multiple cultures - Prior experience in gas, energy or utilities sector - An understanding of the gas TSO process - Awareness of South African and Mozambican oil and gas legislation and regulatory environment 	
Competencies	
Competencies/Skills	
Leadership and behavioural competencies	Proficiency level (basic intermediate, advanced, expert)
- Communication	- Expert
- Strategic thinking	- Advanced
- Problem solving	- Advanced
- Time management	- Advanced
- People development	- Advanced
Technical competencies	Proficiency level (basic intermediate, advanced, expert)
- Financial operations, including accounting	- Expert
- Tax	- Expert
- Financial and business analysis	- Expert
- Financial planning	- Advanced
- Attention to detail	- Advanced
- Stakeholder management and collaboration	- Advanced

Disclaimer: Rompco reserves the right to appoint suitable and competent candidates

**Contact Person: Willie van Vuuren
General Manager Corporate Services
Rompco**

Closing date: 26 November 2020