

## Manager - Statutory Reporting

Job Profile	
<b>Job title:</b>	<ul style="list-style-type: none"> <li>- Manager Statutory Reporting</li> <li>- Patterson Grading :D3</li> </ul>
<b>Location:</b>	<ul style="list-style-type: none"> <li>- Sandton South Africa</li> </ul>
Job summary and objectives	
Functional area	
<ul style="list-style-type: none"> <li>- Finance</li> </ul>	
Job purpose	
<ul style="list-style-type: none"> <li>- Ensure that sound financial management and reporting practices are defined, implemented and applied in ROMPCO</li> <li>- Ensure effective, accurate and timely reporting to internal stakeholders and external shareholders.</li> <li>- Participate in process and system enhancements and facilitate the creation of new financial policy and procedures.</li> <li>- Convene accounting practices committee within ROMPCO and prepare and submit position papers on accounting treatments to Accounting Practices Committee.</li> <li>- Update accounting manual for ROMPCO as and when required</li> <li>- Consolidate and submit all statutory returns to appropriate authorities.</li> <li>- Manage the process of the completion of all calculations for all bi-annual provisions (i.e. rehabilitation provision, Employee provisions etc.)</li> <li>- Preparation of all loan calculations, disclosures and address lender queries</li> <li>- To perform bi-annual impairment reviews</li> <li>- Month end and year end closing managed per timetable</li> <li>- To assist the CFO in defining ROMPCO's financial strategy and implementing strategic initiatives to support the execution of the strategy</li> <li>- To develop the budget for the Finance function and monitor spend therein</li> <li>- To develop the annual budget for ROMPCO, and monitor the individual budgets of ROMPCO functions</li> <li>- To develop and update the financial forecasting model and cash flow forecasts</li> <li>- To define a cash and liquidity management strategy</li> <li>- To develop investment plans and related budgets that optimise liquidity</li> <li>- To develop financial statements, and associated financial and management reports for South Africa and Mozambique</li> <li>- To develop bi-annual regulatory financial reports and Regulator requests To be the primary contact during external financial audits</li> <li>- To respond to ad hoc shareholder requests</li> <li>- To act as technical advisor/expert on all matters pertaining to financial reporting, compliance and standards, and tax matters</li> </ul>	
Long-term objectives	
<ul style="list-style-type: none"> <li>- Define long-term financial strategies and targets</li> <li>- Report on ROMPCO's finances and business performance in an accurate and compliant manner</li> <li>- Ensure continuous compliance with all statutory reporting requirements</li> <li>- Develop a cash &amp; liquidity management strategy</li> </ul>	

### Short-term objectives

- Define the annual finance strategy and financial targets
- Aid in delivering overall ROMPCO budget and financial forecasts and in developing cost-control initiatives
- Deliver ROMPCO financial statements
- Develop capital expenditure plans to ensure liquidity

### Responsibilities

#### Key Responsibilities

#### Finance Function

- Act as technical advisor/expert on all matters pertaining to financial reporting, compliance and standards and tax matters
- Support and provide input into the development of function budgets

#### Financial Strategy Definition

- Analyse ROMPCO's external financial/business environment and financial position
- Aid in developing the Finance function vision, mission, KPIs and goals
- Assist in defining the short- and long-term Financial strategies, including developing and executing strategic initiatives to facilitate the strategy fulfilment
- Develop/amend finance policies/processes

#### Budgeting and Control

- Develop/update the financial forecasting model
- Produce short- and long-term forecasts for ROMPCO
- Consolidate each function budget into the annual ROMPCO budget
- Track actual ROMPCO spend against annual budget per function
- Recommend budget adjustments and cost control initiatives for functions

#### Financial reporting

- Prepare monthly consolidated financial statements
- Prepare budget variance and cost management reports
- Prepare financial and operational KPI reports
- Produce management reports
- Produce financial reports
- Develop and implement corrective, preventative and continuous improvement initiatives
- Ensure repatriation of funds based on financial reports

#### Treasury

- Produce monthly and annual cash flow forecasts
- Define and implement the cash and liquidity management strategy
- Determine capital needs, and develop investment policies and annual investment plans
- Manage cash and cash-equivalents
- Manage bank accounts
- Implement and action the surplus cash investment plan
- Identify best sources of funding according to needs
- Optimise costs of capital by structuring loans and investments into profitable options
- Oversee foreign currency transactions

## Financial responsibilities

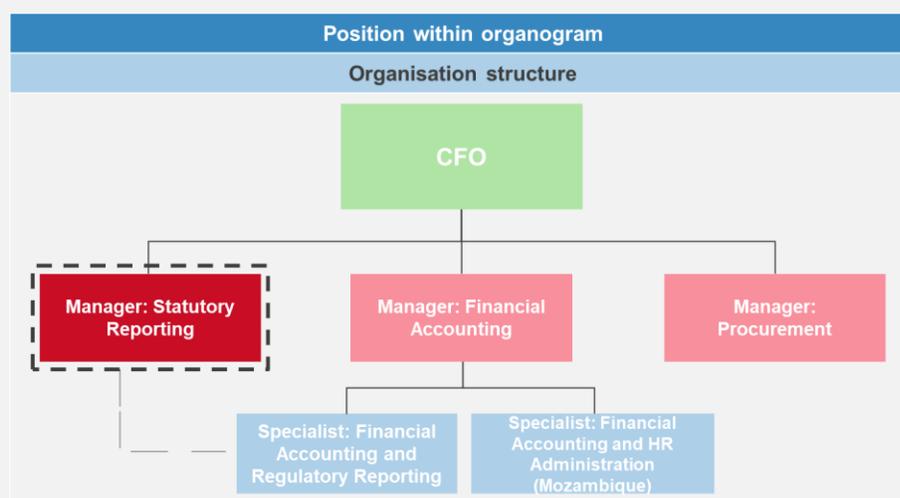
Financial responsibilities	Work location and travel
<ul style="list-style-type: none"> <li>- Yes – oversight of budget and financial management as per the ROMPCO DoA</li> </ul>	<ul style="list-style-type: none"> <li>- ROMPCO office (ZA)</li> </ul>

## Key performance indicators

<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- % Finance function cost variance against budget</li> <li>- Current ratio</li> <li>- Return on cash/capital investments</li> </ul> <p><b>Operations/HSE</b></p> <ul style="list-style-type: none"> <li>- % of Financial strategic initiatives implemented within target ranges</li> <li>- Financial forecast and cash-flow forecast accuracy</li> <li>- On-time delivery of ROMPCO budget</li> <li>- % of reports prepared on time</li> <li>- Total number of audit findings on financial statements and documents</li> <li>- % of audit findings resolved by deadline</li> </ul>	<p><b>People</b></p> <ul style="list-style-type: none"> <li>- Finance employee satisfaction level</li> <li>- Number of hours overtime logged</li> <li>- % of objectives laid out in Individual Development Plan achieved</li> </ul> <p><b>Customers</b></p> <ul style="list-style-type: none"> <li>- -</li> </ul>
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## Interfaces

### Organisational Structure



### Reporting relationships

#### Reports to

<ul style="list-style-type: none"> <li>- CFO</li> </ul>
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#### Supervises

<ul style="list-style-type: none"> <li>- Specialist Financial Accounting and Regulatory Reporting for regulatory activities only</li> </ul>
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Key business contracts	
Key internal and external contacts	Reason for frequency of communication
<b>Internal:</b> <ul style="list-style-type: none"> <li>- CFO</li> <li>- ROMPCO CEO</li> <li>- Internal Audit</li> </ul>	<b>Internal:</b> <ul style="list-style-type: none"> <li>- Review of annual ROMPCO budget (annual)</li> <li>- Review of cash flow, budget and financial performance (monthly)</li> <li>- Review monthly and annual financial statements and associated financial and management reports (monthly)</li> <li>- Report on success of strategic initiatives (quarterly)</li> <li>- Receive and action internal audit findings (as per audit schedule)</li> </ul>
<b>External</b> <ul style="list-style-type: none"> <li>- External auditors</li> <li>- Shareholders</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>- Provision of necessary information to enable audits, including annual financial statements and associated reports (ad hoc, minimum annual)</li> <li>- Review of cash-flow, budget and financial performance (quarterly)</li> </ul>
Qualifications	
Education and training	
Minimum qualifications	
<ul style="list-style-type: none"> <li>- Bachelor's degree in Accounting, Finance or Economics</li> <li>- CA(SA)</li> </ul>	
Additional qualifications	
<ul style="list-style-type: none"> <li>- Related master's degree/MBA</li> </ul>	
Experience	
Minimum experience	
<ul style="list-style-type: none"> <li>- 3+ years managerial experience</li> <li>- 6+ years of relevant work experience</li> <li>- Financial and accounting background, including an understanding of cash flow management and general finance</li> <li>- Strong technical knowledge and understanding of the IFRS, and all other financial reporting, compliance and standards</li> <li>- Experience in producing financial statements and reports</li> <li>- Experience in managing budgets for a company with a turnover &gt; USD 150mn, and across multiple geographies</li> <li>- Working knowledge of SAP (or similar ERP systems and tools)</li> <li>- Demonstrated ability in developing accurate financial forecasts</li> <li>- Experience in treasury management and optimisation of working capital</li> <li>- Additional</li> </ul>	
Additional experience	
<ul style="list-style-type: none"> <li>- Experience working across multiple cultures</li> </ul>	

Competencies	
Competencies/Skills	
Leadership and behavioural competencies	Proficiency level (basic intermediate, advanced, expert)
- Strategic thinking	- Expert
- Communication	- Advanced
- Problem solving	- Advanced
- Results orientation	- Advanced
Technical competencies	Proficiency level (basic intermediate, advanced, expert)
- Financial and business analysis	- Expert
- Financial planning	- Expert
- Budgeting	- Expert
- Financial operations	- Expert
- Financial reporting	- Advanced
- Regulatory and compliance	- Advanced
- Attention to detail	- Advanced
- Risk management	- Intermediate
- Commercial acumen	- Intermediate

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

**Contact Person:**

**Closing date:** 26 November 2020

Willie van Vuuren  
 General Manager Corporate Services  
 Rompco

Please submit your Cv to the following e-mail address: [willie.vanvuuren@sasol.com](mailto:willie.vanvuuren@sasol.com)