



<b>Job Title</b>	<b>Financial Manager</b>	
<b>Location</b>	Aha Harbour Bridge Hotel & Suites, Cape Town	
<b>Objective</b>	The financial manager would be responsible for providing complete, reliable and accurate financial information within deadlines and ensuring adherence to the month end timetable and year end planning.	
<b>Key Areas</b>	<ul style="list-style-type: none"> <li>• Preparing salary inputs and submitting monthly payroll information to General Manager for approval.</li> <li>• Finalizing month-end trail balance and month-end packs — management report and TV Pack.</li> <li>• Preparing and update pastel with Supplier invoices, Bank movement, Payments, Depreciation Journal, Pre-payments, Provisions, accruals.</li> <li>• Submitting all statutory returns VAT, UIF, PAYE, ROE and EMP 501 information to SARS and other statutory bodies.</li> <li>• Provide guidance and support with monthly forecast and cash flow.</li> <li>• Prepare monthly Balance sheet and supplier reconciliation.</li> <li>• Prepare monthly stock takes, Up-keep stock files on Pastel.</li> <li>• Maintaining asset register and depreciation files.</li> <li>• Prepare daily revenue journal and account for in Pastel.</li> <li>• Approving and verifying weekly revenue forecast before submitting to aha.</li> <li>• Providing support to the General Manager on all financial and operating issues.</li> <li>• Providing support on weekly cash flow and loading of approved payment.</li> <li>• Prepare and review the annual budget.</li> <li>• Liaison with Human resources department audits and compliances.</li> <li>• Liaison with year-end statutory audits</li> </ul>	
<b>MINIMUM REQUIREMENTS</b>	<b>COMPETENCIES</b>	
<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Financial accounting qualification would be an added advantage.</li> <li>• At least 5 - 7 years working experience as a financial accountant.</li> <li>• Knowledge into Micros, Pastel, Opera, front office systems.</li> <li>• Background experience within the hospitality space would be a plus.</li> <li>• Proficiency into word, excel and PowerPoint Presentation.</li> <li>• High level of integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Orientation</li> <li>• Deadline Driven</li> <li>• High attention to detail</li> <li>• Accuracy</li> <li>• Customer/client focus</li> <li>• Planning ability</li> <li>• Team player with strong people management skills</li> <li>• Excellent communication skills</li> <li>• Excellent presentation skills</li> </ul>	



**Please take note of the following before applying:**

- Do not send your CV / apply if you do not meet the minimum requirements
- Transferring will have to be negotiated with your current manager
- Only candidates that meet the above requirements will be contacted Should you not be contacted by HR within 1 week after the closing date, please consider your application unsuccessful.
- Preference will be given to individuals that meet the Company's EE targets as set out in our employment equity plan

**Please send your updated CV to [Kgaugelo.kganakga@aha.co.za](mailto:Kgaugelo.kganakga@aha.co.za) on or before Tuesday, 21<sup>st</sup> of June 2022.**