



INTERNAL AND EXTERNAL ADVERTISEMENT

Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng

THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION

Manager: Finance

Annual Total Package (R1 179 115- R1 385 292) Negotiable

Purpose of position

To provide timeous reliable and accurate GEP Company Financial information to various stakeholders and to assist with the daily financial management of GEP.

Key Responsibilities:

- Ensures the requests for Capital Expenditure (CAPEX) from a specific Unit is within budgeted parameters.
- Participates in the assessment and recommendation of Capital Expenditure (CAPEX) requests.
- Ensures all practices are compliant with GEP policies and procedures.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Ensure complete and accuracy of documentation of financial transactions through entry of account information on system.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports.
- Substantiates financial transactions by auditing documents.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Distributes monthly expenditure records to Units to manage their expenses.
- Develops appropriate financial controls within the finance department.
- Secures financial information by ensuring database backups.
- Maintains financial security by ensuring adherence to internal controls.
- Ensures compliance with South African financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analysing, and summarising account information and trends.

- Prepares operational and risk reports for management analysis.
- Constantly monitors evaluations and matrix of current financial position / status of GEP.
- Maintains accounting controls by preparing and recommending financial policies and procedures
- Ensures reconciliations are done accurately and are up to date.
- Ensures that accounting processes are done as per local fiscal requirements.
- Completes reports as per legal regulations and requirements with regards to Tax, Dividends and Accounting practices.
- Liaises with Statutory and Auditing Bodies to ensure compliance with all Returns and Regulations.
- Ensures GEP's financial policies, systems and procedures are adhered to.
- Ensures that Value Added Tax (VAT) returns and Income Tax Returns are prepared and submitted.
- Prepares daily work schedules and assigns duties to employees to ensure efficient operation of functional area.
- Timeously submits reconciliations, contracts, agreements and acquisitions.
- Ensures compliance with Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS).
- Prepares for and facilitates annual audit for GEP

Minimum Requirements

- Honours Degree in Financial Management/Finance/Management Accounting (NQF 8)
- Added advantage certification with the Accounting professional body (CA(SA), CIMA, ACCA)
- Minimum 8 years' experience in Financial Management with 3 years at Management level
- A valid Code EB driver's licence

Competencies (Knowledge, Skills and Attributes)

- Financial Principles
- Legislation
- Policies and Procedures
- Analytical and problem solving
- Accounting and Financial Management
- People Management and leadership
- Excellent work ethic
- Integrity
- Deadline Driven
- Risk Management

Please forward detailed, updated CV accompanied by a cover letter relating how your experience matches the position

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks including security

clearance will be done on successful candidates. Suitable candidates must e-mail their applications to: **managerfinance@gep.co.za**, with subject being the position applied for, by no later than **29 October 2024 at 17h00**. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful. GEP reserves the right not to fill this position.