

JOB DESCRIPTION & ACCOUNTABILITIES

NAME:	TBA	REPORTING TO:	General Manager, PEAK DMC Southern Africa
POSITION TITLE:	Finance Manager	DIRECT REPORTS:	Accounts Assistants
DEPARTMENT:	Finance	LOCATION:	Johannesburg

POSITION PURPOSE:

The Finance Manager is responsible for managing the Financial, System and Management Accounting function for PEAK DMC Southern Africa which meets the requirements of the General Manager (GM), PEAK DMC Global and other regulatory authorities within South Africa. As well as being responsible for the performance of any Finance staff, the Finance Manager contributes regularly to the overall direction of PEAK DMC Southern Africa by being part of the DMC's Management Group.

QUALIFICATIONS AND EXPERIENCE

- Degree level qualifications or higher
- CA or CPA or equivalent with 3-5 years post qualification experience
- Experience and knowledge of complex accounting packages
- Practical general finance and accounting experience in a foreign invested business
- Practical general finance and accounting experience in South Africa
- Strong written and verbal communication skills in English

OTHER SKILLS AND ATTRIBUTES

- A high level of knowledge of Excel spreadsheets
- Demonstrate leadership and ability to foster teamwork
- Ability to work under pressure while maintaining accuracy
- Ability to work to deadlines
- Ability to show initiative and communicate any relevant issues
- Outstanding organisational skills, tenacity and attention to detail
- Ability to work with new and different software
- An understanding of and belief in PEAK's Responsible Travel philosophy
- Passion for travel in the adventure travel style.

Annual Operational Accountabilities	Benchmark Measures
Business Performance Management	<ul style="list-style-type: none"> • Oversee the financial performance of the business within the region to achieve financial targets • Assist and support General Manager in implementing necessary steps if achievement of targets if jeopardised
Establish and maintain accounting systems which meets PEAK's business needs and aligns with the global business	<ul style="list-style-type: none"> • Agreed accounting systems and processes are implemented and maintained within timeframe and budget according to PEAK requirements • Researching and implementing appropriate accounting standards and government legislation and ensuring all requirements are met • Ensuring the maintenance of adequate cash reserves for working capital and other requirements
Management Reporting	<ul style="list-style-type: none"> • Overseeing preparation and completion of Monthly / Quarterly and Annual Reporting of Profit & Loss, Balance Sheet, Cashflow and Group Disclosure needs • Monthly reports to tax department and annual financial statements are filed by required time frames • Management reporting of separate profit centres (Kruger trips, IC Sales and DMC Generated Sales) • Analyse cost of sales, sales results and the company's actual performance compared to the budget/reforecast

Company tax planning	<ul style="list-style-type: none"> • Tax strategy developed and implemented as required
Statutory Compliance	<ul style="list-style-type: none"> • Overseeing production of monthly reports to Tax Department and government agencies by required timeframes
Corporate Governance	<ul style="list-style-type: none"> • Develop and apply appropriate corporate governance principles as required, including internal control checklists
Maintain accurate records of accounting transactions	<ul style="list-style-type: none"> • Monthly reporting to management group with budget updates within required timeframes • Monthly and yearly reports produced as per Company deadline (including Profit & Loss and Balance Sheet) • Completion of annual report according to local legislation • Monitor financial systems for accuracy • Establish and implement processes and systems
External Audit	<ul style="list-style-type: none"> • Management of external audit process • Audit completed in accordance with group reporting requirements and local statutory reports are lodged by required dates
Budgeting & Forecasting	<ul style="list-style-type: none"> • Annual budgeting and quarterly rolling forecasting process implemented and maintained in accordance with group requirements
Cost management	<ul style="list-style-type: none"> • Development and management of key third party supplier relationships to minimise cost of business in key financial processes (including overhead costs of banking, audit, legal, telecommunications, premises) • Cost competitive trading terms implemented
Department Management	<ul style="list-style-type: none"> • Oversee operations of the finance department, set goals and objectives, and design a framework for these to be met.
Investment Appraisal	<ul style="list-style-type: none"> • Financial analysis of new business activities including NPV / ROI calculations as required
Relationship Management	<ul style="list-style-type: none"> • Provide active support to leaders and office staff in dealings with our banking partners in the region
Other Accounting Duties	<ul style="list-style-type: none"> • Assist teams in day to day accounting duties as required due to staff annual leave, high season deadlines etc.