	SPECTREM AIR	
	FINANCE ADMIN MANAGER	ISSUE 0
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Job Title: Finance Admin Manager

Role:

The Finance Officer is responsible for all aspects of financial management, ensuring compliance with internal policies and procedures within Spectrem Air.

Essential Job Functions and Tasks:

The Finance Officer's key functions are:

- Review and authorize purchase orders as per Approved Authority Levels.
- Banking – Administrator, authorizes new users and loads new suppliers on banking profile.
- Approved EFT signatory, check the legitimacy of payment, VAT, and coding.
- Management of Debtors function.
- The supervision, review, and approval of monthly payroll.
- Administrator and oversee all sub-ledgers and GL Ledger in Accpac ERP 300.
- Preparation and submission of Annual Financial Statements.
- Prepare and assist with Annual Financial Audit.
- Preparation of yearly South African, Australian, and Canadian income taxes and provisional tax computations for approval by the Anglo Tax Department.
- Ensure tax requirements are complied with and/or reported to management (compile and submit quarterly Canadian GST returns).
- Prepare Monthly Management accounts, distribute them to Spectrem Directors / Spectrem Managers, and address any queries.
- Prepare 3 Year Forecasts.
- Attend Board Meetings.
- Prepare regular flow forecasts for the General Manager.
- Assist with Annual Budget preparation.
- Compile monthly VAT 201 reconciliations and submission to SARS. Make payments and resolve queries with SARS.
- Compile and submit annual Return of Earnings Compensation for Occupational Injuries and Diseases Commission. Obtain yearly Letter of Good Standing.
- Compile and submit questionnaires and claims to the Anglo Insurance Department


Reporting:

Reporting to General Manager and Spectrem Air's Board of Directors (for financial queries)

Skill and Competencies:

Essential:

- Ability to understand and apply relevant accounting principles, IFRS, policies and processes.
- Demonstrate stakeholder management abilities.

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- Strong problem-solving, decision-making, and analytical skills.
- Good written and verbal communication skills.
- Ability to adhere to stringent deadlines.
- Extensive knowledge of Accpac and VIP.
- VAT knowledge.
- Computer literacy (MS Office) with advanced MS Excel skills is essential.

Desirable

- Degree in Accounting or relevant accounting qualification.
- 10 years' relevant working experience.

Additional Information:

Ability to work with a small team of diverse people.