



VACANCY: Head of Department- Business Services for Sabi Sand Wildtuin

The Sabi Sand Wildtuin (SSW) is now recruiting for the position of **HOD of Business Services**.

The SSW is South Africa's oldest and best known private game reserve. The SSW is a very sought after tourist destination with unsurpassed Big 5 game viewing and a variety of lodges. The reserve has pioneered a host of wildlife and conservation management practices as well as established a group of Non-Profit Entities, focused on conservation and community interaction.

Overview of role:

Purpose: To manage the group's finance and administrative activities
Position Level: Head of Department (HOD), member of the SSW Senior Management team
Reports to: The CFO of Sabi Sand Wildtuin
Location: Sabi Sand Wildtuin, Mpumalanga, South Africa

Applications close: 4 November 2018

Key Responsibilities:

- Provide accurate and timely financial management including setting and monitoring of budgets, forecasts, cash flow analysis, management and financial accounts and advice and support, to inform decision making at all levels.
- Ensure that budgets and management accounts accurately reflect the business activity.
- Support the CFO and CEO to develop and adhere to medium-term financial plan.
- All statutory reporting, compliance, annual accounts, VAT, COIDA and various other relevant statutory requirements.
- Assist to develop financial policies and procedures ensure that these are being consistently followed.
- Manage the annual audit process, in conjunction with the appointed auditors, to ensure statutory accounts are produced within the required deadlines.
- Oversee HR processes including payroll and all employee related administration.
- Coordinate legal support to the various entities and departments of the SSW group.



Qualifications, Skills and Experience required

- CA(SA) with sound Financial management, Legal or HR background
- Minimum of 5 years working experience in a similar role
- Proven experience in annual VAT submissions and reporting
- Fully computer literate with advanced Caseware, VIP and Pastel software skills
- Advanced knowledge of financial legislation, regulations and standards.
- Good analysis and problem solving skills

Personal Attributes

- Excellent communication and people skills are essential for this role
- Strong organizational and time management skills
- Professional, diplomatic and able to work well with stakeholders at all levels
- Able to manage complexity and adapt to changing conditions
- The candidate must be flexible and able to work effectively under pressure and meet deadlines

Salary and Benefits

- Salary and benefits will be negotiated with the successful applicant, in accordance with experience
- Housing can be provided on the reserve

How to Apply

Applicants who meet the above criteria and wish to apply should email a CV of maximum 3 pages and a personally written motivation letter **stating your salary expectations** to hrofficer@sabisand.co.za **no later than 4 November 2018.**

Should you not hear from us within 2 weeks, please consider your application unsuccessful.

Please note this vacancy is subject to the below:

- Applicants must have the right to legally work in South Africa.
- The Employer reserves the right to vary the specifications of the advertised position.
- The Employer reserves the right not to make an appointment.