



VACANCY: FINANCIAL OFFICER FOR SABI SAND WILDTUIN RE-ADVERTISED

The Sabi Sand Wildtuin (SSW) is now recruiting for the position of Financial Officer. 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: Financial accounting and administration of the Sabi Sand Wildtuin.
Position Level: Financial Officer, member of the SSW Management team
Reports to: The Financial Manager and Head of Business Services of Sabi Sand Wildtuin
Location: Sabi Sand Wildtuin, Mpumalanga, South Africa
Applications close: 22 January 2020

Key Responsibilities:

- Debtors & revenue function
- Review accuracy, validity & classification of captured transactions and bank payments. Effective liaison with suppliers.
- Monthly/annual preparation and submission of VAT 201- & COIDA returns.
- Preparation of monthly management accounts, reconciliations & processing of journals. Responsible for conducting month end procedures within stipulated timeframes.
- Assist the financial manager to develop financial policies and procedures. Ensure sound implementation and adherence to financial controls in order to mitigate business risk.

- Assist with the annual audit process (reconciliations, submission of documents etc.), in conjunction with the appointed auditors, to ensure statutory accounts are produced within the required deadlines.
- Preparation of annual financial statements for review of financial manager.
- Monitor group insurance schedules to ensure coverage, submission of claims and liaison with broker.

Qualifications, Skills and Experience required

- BComm degree with SAIPA/SAICA articles preferable.
- Fully computer literate with basic CaseWare, sound Excel and Pastel software skills
- Knowledge of financial legislation, regulations and standards.
- Good analysis and problem problem-solving

Personal Attributes

- Excellent communication and people skills are essential for this role
- Strong organisational and time management skills
- Professional, diplomatic and able to work well with stakeholders at various 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 will be negotiated with the successful applicant based on the qualifications and experience.

Location

- This position is based at the Sabi Sand Wildduin office in White River

How to Apply

Applicants who meet the above criteria and wish to apply should email a CV of maximum 3 pages and personally written motivation letter stating your salary expectations to hrofficer@sabisand.co.za by no later than 22 January 2020. Should you not hear from us within 2 weeks, please consider your application unsuccessful.

Please note this vacancy is subject to the following: 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.