

JOB TITLE	FINANCE LEADER
SCOPE & PURPOSE OF THE JOB	
DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Review of monthly accounts with INTEGRITY • Review of monthly payroll with EXCELLENCE • Review of annual budgets • Presentation of results to investors and owners • Strategy input to new projects with INNOVATION & insights • Project management of new properties, changes to structures, year-end audits, valuations all to be conducted with EXCELLENCE & INTEGRITY • Through RESPECT & PASSION communicate clearly with all stakeholders including auditing, banking and investor relationships • Co-ordinator of all financial information flow and always looking at INNOVATING to improve. • Payments of month end creditors • Through INTEGRITY & EXCELLENCE, update financial data in databases to ensure that information is accurate and immediately available • Constant improvement to the system through INNOVATION • Assist with any special company projects that may arise with PASSION • Maintain through EXCELLENCE company standards and achieve goals in line with the vision of the company • Timely reporting through EXCELLENCE and follow up of any problems finding resolution through INNOVATION
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Pastel Partner • VIP • Computer literacy – Microsoft Office • Excellent understanding of financial reporting principles (IAS, IFRS) • Ability to present financial information to potential investors with RESPECT & INTEGRITY • Must be able to collaborate with the team, as well as independently • Strive for EXCELLENCE through attention to detail driven actions • Excellent communication and interpersonal skills • Analytical acumen • Ability to INNOVATE & EXCELL in a pressurized environment • good planning skills and organizing abilities to maximise EXCELLENCE