

VACANCY – FINANCE DEPARTMENT

An opportunity has become available for an **Assistant Financial Controller** reporting to the **Finance Manager**. The successful incumbent will be based at Lanseria International Airport.

AREAS OF RESPONSIBILITY AND REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO:

- Review and sign off on the monthly cashbooks of all companies.
- Oversee, control, and amend the Accpac RecX rules as required.
- Oversee, review, and approve movements on the petty cash, as well as the sign off at month end of the petty cash reconciliation.
- Oversee the accuracy of deposits allocated to the respective debtors within the different debtor's classes, including proper cash processing to clear balances settled.
- Manage the full debtor handover process, dealing with the attorneys in this respect, including monthly reporting hereon, both from a pursual basis and where required, oversee, and control the write off/impairment processes.
- Managing the creation of new customers on Accpac for all debtors' classes, as well as the control/handle over supporting/integrated custom systems generating sales invoices
- Timeous, precise, and punctual detailed Monthly departmental reporting
- Identify manual processes that can be Automated, find suitable solutions to improve internal controls and also strive to shorten the period between source documents and results, for decision making.
- Full fixed asset management, including quarterly as t verifications and financial year ends for audit purposes), asset tagging etc.
- Control the processes with regards to fixed asset impairments and disposals
- Monitor and oversee the Capex motivations process, filing of the records and ensure the appropriate channels are followed and approvals obtained.
- Oversee and manage the monthly Carpark income, statistics, and processing of revenue on Accpac, matched to reports obtained from the service provider (Servest) Control all processes w.r.t the passing of General journals on Accpac.
- Be the custodian of all Policies and procedures within the domain controlled and ensuring that all relevant documents where revision is required, that this be done timeously and that all stakeholders be trained/notified w.r.t the content or changes made.
- Manage all monthly Balance sheet Reconciliations relating to areas under control, and the approval thereof at each month end.
- Staff development, mentoring and coaching.
- Balancing of all Intercompany accounts at each month end
- Project tracking and monitoring, reconciliations of projects to budget allocated and proper detailed reporting on projects for Exco review and approval IFRS 15 and 6

- Oversee and manage development of new accounting systems i.e. fuel, aviation, training etc.
- GL accounts management — creation of new accounts, deletion of accounts, across group
- Assist with maintaining airport statistics in all shapes and forms.
- Oversee and manage Internal audits for areas under control.
- Manage External audits for applicable areas under control.
- Assist with annual valuation of immovable property.
- Oversee the fuel income process, detailed reporting thereon monthly, and control the accounts between key stakeholders and the airport (account holders and security held)
- Perform the weekly fuel billing of scheduled operators and ensure that appropriate processes are followed, and approvals obtained.
- Oversee the monthly CAA fuel levy process and return, as well as oversee the bi-annually CAA audits.
- Oversee the training income, the recovery of the funds and improve processes where manual Oversee property income and any matters relating thereto (i.e. write offs, have sight of the MDA system and the working thereof
- Assist with the drafting and distribution of monthly management accounts.
- Assist with Monthly Cash flow forecasting and planning.
- Drive and adhere with Monthly staff meetings, keep detailed minutes and timeous distribution to key stakeholders.
- Assist with the annual budgets.
- Approval of all supplier banking details loaded on Accpac.
- Drafting, reviewing and distribution of staff performance appraisals.
- Review and recommend all work done by direct reports and submit for sign off by EMF Calculate and manage all revenue tariffs (aviation, training, permits, fiber etc.), and prepare recommendations annually for review (normally 1 July).
- Track/monitor all terms as agreed with scheduled airlines, using appropriate tools to remind and track changes/expiries etc.
- Be the champion on any new software one live, by being a super user, ensure appropriate user documents are in place, staff training being done.
- Manage Mtrack and monthly reporting thereon.

PRIMARY COMPETENCIES & REQUIREMENTS:

- Experience within a similar role especially with preparing/ reviewing and reading of IFRS compliant annual financial statements.
- Management of an accounting department experience will be advantageous i.e. mentoring and coaching, development plans, balanced score cards and performance appraisals.
- Experience in Financial Reporting and legal experience are advantageous.
- Strong and recent IFRS experience.

PRIMARY QUALIFICATIONS, SKILLS & EXPERIENCE:

- Tertiary degree, in accounting (BCom) or working towards this.
- 3+ years of work experience within the finance field
- Negotiation
- Persuasiveness
- Punctual and deadline driven.
- Customer orientated.
- Highly skilled in planning and organizing.
- Good listening skills
- Accpac or experience in working with different accounting software packages.
- Excellent interpersonal (verbal and written) skills, specifically assertiveness.
- Effective general management skills
- Strong strategic, analytical, conceptual, and problem-solving abilities
- We are looking for a dynamic, motivated, self-starter.
- Knowledge of implementing new financial systems, policies and processes would be an advantage.
- Competence with Microsoft Excel, especially an ability to work with pivot tables and advanced functions and develop simulations/scenarios.

APPLICATIONS

Applications with a covering shortened CV must be submitted to **Careers@lanseria.co.za** by the closing date of **21 March 2024**.

Internal and External candidates will be considered. No late applications will be accepted. Should candidates not be notified of the outcome of their applications within 7 days of closing date, they should please regard their applications as unsuccessful.

Lanseria International Airport is an equal opportunity and affirmative action employer.