

## Financial Manager

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Company: NIMA Recruitment

Location: Beira

Category: other-general

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Full Accounting Function
- Managing Cash Flow, Cashbook, Debtors, Creditors, Reconciliations up to Trial Balance (Overseeing and Processing)
- All Statutory Calculations and Submissions i.e VAT, Income Tax Clearance Certificates, Workman's Compensation Fund and Annual Returns
- Payroll Journals And Reconciliations
- Maintaining Spreadsheets
- Updating Finances for Purchase requests, ensuring all entries are accurate
- Assist Finance Manager with Strategic plans, to reduce spending and increasing profits
- Obtaining Financial Data from Teams such as expenses etc to ensure records are up to date for accurate auditing at year end
- General Administration

### KEY COMPETENCIES

- Analytical – spot inaccuracies
- Organization – good organizations skills and prioritization to ensure that tasks are completed on time and data can be found easily
- Self-motivated, efficient, trustworthy
- Multi-tasking, interpersonal and correction skills
- Problem Solving

- Strong Relationship with all staff
- Integrity – entrusted with companies' confidential financial data, expected to display integrity and confidentiality
- Communication skills – working with colleagues, clients and auditors on a regular basis. Clear communications with a friendly disposition and a professional demeanour.

### **EDUCATION AND/OR EXPERIENCE**

- Completed BCompt / BComm Acc / BCom Financial Management
- Completed SAICA articles (an advantage)
- Min 6 years' experience
- Evolution Accounting
- Excellent Excel Skills
- Strong Analytical, Administration and Supervisory Skills

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