

Project Manager:

Our Project Manager role is ideal for someone who is a newly qualified CA(SA) and would want to become the Financial Manager for project companies.

Desired Qualifications and Experience:

- Newly qualified and registered CA(SA)
- Highly detail orientated and organized in work.
- Information gathering and problem analysis skills.
- Strong teamwork skills
- Writing and reporting skills.
- Hands-on experience with SARS communication/correspondence skills
- Accounting software Knowledge like
 - Sage,
 - Xero,
 - Draftworks
 - Microsoft Great Plains

Key responsibilities:

- Directly reporting to the Financial Manager
- Ensuring contractual compliance
- Liaison with all project's engineers
- Liaison with and resolving any issues with SARS.
- Liaison with financial advisors and building budgets that integrate with Financial models.
- Oversight of general daily administration of project companies.
- Reviewing the basic monthly bookkeeping, management accounts and payroll for projects.
- Reviewing the complex monthly bookkeeping, management accounts and payroll for projects. (General and advanced journals)
- Review budget for projects and ensuring accurate and timeous upkeep of records.
- Analysing expenditure and variance analyses on projects
- Assisting with consolidations.
- With respect to any group and individual project companies:
 - Review group company loan reconciliations
 - Review and presentation of monthly management accounts
 - Writing up of more complex accounting records of clients
 - Examine, analyse, and interpret accounting records to prepare financial statements (IFRS and IFRS for SME's)
 - Preparation of tax returns (VAT, Company Tax etc.)