



Financial Controller

CAPE TOWN, SOUTH AFRICA

Key Responsibilities

The main purpose of the Financial Controller position is to assist the Singita Finance department in achieving the processing deadlines set for those entities managed from the Head Office.

- Report to the General Manager: Finance.
- Processing the full accounts of the Singita Lowveld Trust and assisting with general administration, tax compliance, annual budget preparation, drafting of financial statements and implementation of internal controls.
- Ongoing maintenance of the various Fixed Asset Registers for all entities, which requires engaging with the lodge operations and fellow staff members on training and processing.
- Assistance with VAT preparation including completion and submission of returns as well as corresponding with SARS on statutory audits.
- Review of weekly, monthly and ad-hoc payments on the group's online banking system.
- Review/ check of the month end creditor reconciliations.
- Process the accounts of the Singita Spa division.
- Reconciliation of Advanced Deposit receipts for non-South African properties and remittance of funds due.
- Timely renewal of Compliance documents (e.g., TV, liquor, SAMRO license renewals).
- Assistance with internal/external audit and other administrative enquiries.
- Assist with other reasonable duties as required. (e.g. Relief of colleagues)
- All roles at Singita may be required to perform other tasks as reasonably requested from time to time and as required by the business and/or operation. Singita fosters a culture of collaboration, and with this support of the multi-skilling of staff.

Skills & Experience

- B.Com degree with Audit articles and have at least 8-10 years' experience in a comprehensive accounting environment. (Or relevant SAIPA accreditation)
- Demonstrable experience in submission of VAT returns; corresponding with SARS on VAT audits and a general understanding of VAT principles.
- Above average proficiency in SAGE Pastel Evolution Partner Accounting & Fixed Asset modules.
- Working knowledge of MS-Office software suite.
- A good working understanding of general accounting principles.
- Experience with policies and procedures dealing with Company Fixed Assets.
- Experience in processing to Trial Balance and drafting basic Financial statements.
- Analytical and curious mindset when it comes to reviewing and completing balance sheet reconciliations.
- Experience on Internet banking platforms (specific experience with FNB Online would be an advantage).
- Be accurate and possess a strong attention to detail – being organised and systematic, et flexible.
- Ability to work under pressure and to meet deadlines and collaborate with colleagues.
- Strong interpersonal skills (emotional intelligence, good written & verbal communication).
- A South African citizen, or holder of a valid work permit.
- Fluent in English.

To apply email your CV to SMCcareers@singita.com or visit:

www.singita.com/about/careers