

FINANCIAL MANAGER

KOUGA DEVELOPMENT AGENCY

Eastern Cape – Jeffreys Bay

The Kouga Development Agency is seeking a suitable qualified and experienced Financial Accountant. The general-purpose of the job is to:

- Provide CEO and the Board with reliable user friendly financial information on a regular basis
- Manage and safeguard the Agency's assets (liquid, current and non-current) in accordance with generally accepted financial practices and prescribed regulations
- Ensure operation of reliable and accurate IT system, providing users with financial information in a user-friendly format
- Ensure Agency complies with all MFMA requirements and guidelines.

Essential duties and responsibilities

- Manages and maintains the financial functions of the Agency by means of regular contact with CEO and her subordinate management and continuous review of the finance requirements
- Interprets statutes and takes both general and specific action by carrying out the proper implementation of the rules and regulations
- Formulates and reviews accounting policies and financial regulations for approval by CEO and the BOARD.
- Monitors year-end audit of the Agency by liaising with external Auditors and ensures that audit issues and queries are resolved and reporting deadlines met.
- Responsible for full accounting function for the Agency, including budgeting, reporting and preparation of financial statements.

Requirements

- B.Com Degree in Accounting
- Knowledge of applicable legislation, standards, policies and procedures
- Knowledge of relevant government regulations (MFMA; Corporate Governance)
- Budget preparation and fiscal management
- Strong interpersonal, negotiation and communication skills
- Good command of the English language, both written and spoken.
- Ability to work independently and under pressure
- Self-motivated with sense of urgency
- High level of confidentiality and trustworthiness
- Valid Unendorsed Drivers' License

General Information

It is envisaged that the post will be based on a three-year renewable performance based contract. A competitive cost to company package is offered. If applicable, assistance with relocation expenses will be considered.

Please forward CVs marked: FINANCIAL MANAGER, Kouga Development Agency to the Chief Executive Officer; Ms K R MANZI, Kouga Development Agency, P O Box 3465, Jeffreys Bay 6330, by Wednesday 23 December 2009.

Please refer all enquiries relating to this post to Ms Z Sibeko at 042 – 200 6400.

SHOULD YOU NOT HAVE A WRITTEN REPLY FROM THE CEO'S OFFICE BY THE 12 FEBRUARY 2010 YOUR APPLICATION SHOULD BE TREATED AS UNSUCCESSFUL.

The Kouga Development Agency (KDA) is set to generate sustainable economic and tourism growth and social transformation for the benefit of the whole Kouga community. The Development Agency will therefore initiate, promote and manage private and public economic, social, cultural, environmental and infrastructure programmes, transforming the mandate area into a growth point in the Kouga area.



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