

LEXCORP PERSONNEL

ACCOUNTING STAFF

RECRUITING SPECIALISTS

NATIONALITY

- South African

LANGUAGES

- English

AGE

- 40 Years old

GENDER

- Female

AFFIRMATIVE ACTION

- Yes

AVAILABILITY

- Immediately

CURRENT CTC PER ANNUM

- Undisclosed

EXPECTED CTC PER ANNUM

- R360 000 – R480 000

PROFILE

- Financial Manager
- Financial Controller
- Accountant
- Senior Accountants Clerk

LEADERSHIP ROLES

- Financial Manager

PERSONAL ATTRIBUTES

- Problem solver
- Adaptable Communication
- Self management
- Compatible for both independent and team work
- Dedicated in the job
- Well orientated

Employee No 712

Name: Available On Request

Recruitment Consultant: Imraan Lockhat

Recruitment Consultant: Wayne Hartogh



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PROFILE SUMMARY

The Candidate is a well trained and highly competent Accountant and Financial Manager with a wealth of commercial experience. Equipped to deal with most situations the candidate conducts herself with professionalism and humble confidence. Her strong leadership skills will be an asset to any company

PROFESSIONAL EXPERIENCE

1. Finance and Admin Management (IT)

Contract 2017 – Current

- Developed company policies and internal controls
- Invoicing to customers
- Performed bank, creditors and debtors reconciliations
- Compiled bid documents, costing
- Customer relations
- Vat and tax submissions
- Manage the Employment contracting and training of office employees
- General ledger reviews
- Compiled financial statements for audits
- General office and office management
- Compiled budgets for projects
- People leadership and employee relations
- Authorising and loading of Mid- month and month end payments
- Oversee the administration and finance accounts department
- Management of Admin petty cash float and approval of petty cash expenses.
- Confirmation and authorisation of orders
- Retaining the current cash flow and forward cash flow situations reports
- Ensuring the Company has required cash and arranging float draws daily
- Management of company accounts as required by the Owner
- Any ad-hoc duties required by the company
- Full payroll functions
- Completion of all statutory forms

2. Financial Manager (Hotel, Casino, Conferencing)

Contract Sept 2011 – Oct 2016

- **Delivered Financial Strategic Plans**
- Aligned Unit Finance Strategy to the Group Financial strategy and budgets accordingly
- Developed strategic objectives for the Unit's finance deliverables
- Facilitated the management and achievement of Financial deliverables
- Directed financial analyses and benchmark with leading financial trends and practice

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EDUCATION

- UNISA (1999)
Bachelor of Accounting Science
- SAICA Articles (2000 – 2002)

COMPUTER SKILLS

- MS Word
- MS Excel
- Assetware
- IFRS
- Taxation
- Qlickview
- Accpac
- BBBEE Compliance
- Cognos
- Micros
- Pastel
- GAAP

- Identified and investigated new financial opportunities for the property
- Direct risk analyses i.t.o impact on short term profit margins vs. long term sustainability
- Compiled a risk register for the complex according to group and unit standards
- Reviewed financial risks (on Risk Register) quarterly and addressed mitigating and aggravating circumstances.
- Liaised with all relevant stakeholders internally at a unit and Group level and externally
- Managed and allocated people and operational resources
- Aligned strategies with BBBEE transformational strategies which contributed towards targets being achieved for the property
- **Financial Governance**
- Oversee the development, implementation and updating of financial standards and processes at a unit level
- Integrated Group standards into Unit Operations
- Developed, aligned and updated practices with new legislative and tax regulations
- Implemented sufficient control measures (including systems and processes) & checks within each department to mitigate any financial risk to the business.
- Monitored compliance to financial procedures, costs, controls and productivities
- Completed relevant statutory returns
- Completed Annual Insurance declaration accurately according to unit financial position and requirements.
- Lodge liability claims and follow up to ensure resolution according to legal and policy requirements.
- Communicated standards and regulations with team to ensure compliance is achieved
- **Financial Management & Reporting**
- Managed the recording of financial transactions and reporting for the property to ensure the financial position of the department is accurate, up-to-date and complete.
- Compiled monthly management accounts
- Investigated unusual variances relative to budget and previous year
- Performed analysis of business results and identify relative trends to ensure realistic forecasts
- Came up with solutions to resolve anomalies and follow-up to ensure execution or change in procedure
- Compiled monthly and quarterly forecasts
- Compiled annual Budgets, forecasts & controls
- Motivated and managed Capex requirements
- Managed the procurement processes and relationships to ensure monitoring and tracking of price movements to minimize input cost fluctuations
- Full Stock management for Technical, Hotel Rooms, Maintenance, Food and Beverage departments.
- Performed time and motion studies for effective running of the housekeeping department
- Pricing for the hotel, Food and beverage, retail and Banqueting departments
- Analyses of stock counts results (10, 20,30 days count)
- Co-ordinated year end activities and reporting
- Co-ordinated internal and external financial audits
- Compiled annual financial statements
- Full payroll function (Budget, Monthly payments, statutory returns, benefits)

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- Reported on finances for projects and initiatives
- Compiled tax packs
- Compiled Annual and quarterly board packs
- Interpreted results and provide value-adding recommendations to optimise financial performance (with regards product, process and practices).
- Compiled and provided reports in line with Gaming Board and management requirements that assists stakeholders in making relevant decisions
- **People Leadership**
- Lead and motivated financial employees and promoted positive working relationships, direction and support
- Lead the departmental communication ensuring employee and management interaction
- Measured and developed strategies to enhance employee engagement
- Identified and managed training, coaching and development requirements in line with strategic plans, e.g. skills shortages, succession plans, talent management
- Ensured competent levels of staff meet operational level requirements (right fit for the job)
- Sourced and Selected talent as per EE plan to build the future food and beverage talent pipeline
- Performance Manage and coach reporting managers to ensure KPA TMs are achieved
- Managed employee relations within the financial function (monthly meetings with Union - formalised, minuted, issues addressed).
- Stakeholder relationship management
- Acted as the SME on Financial statutory legislation and tax requirements
- Liaised actively with Business Operations, HR and Finance to review cross-departmental impacts and reconcile data
- Liaised with Group Finance and report on revenue and financial position as required
- Partner with Business Partners and suppliers to deliver efficient procurement standards
- Negotiated and reached agreements with service providers and business partners
- Partnered with Business Managers and financial accountants to ensure management are kept updated on latest developments; risks identified and recommendations
- Provided support and training to finance teams
- Managed non-conformance issues
- Monitored financial performance of various departments and consulted with Functional Managers on results and areas of concern
- Reported and consulted with top management on risk areas and remedial action to be taken
- Presented results to top management and the Board

3. Financial Controller (Hotel, Casino and Conference)

Contract Dec 2006 – Aug 2011

- Forecast and budget preparation.
- Measuring financial performance against key performance indicators.
- Keeping accurate financial records and reconciliations of key accounts.
- Maintaining accurate fixed asset and tax asset registers.
- Preparing and balancing of the bank reconciliations.
- Performing cost benchmarking studies to identify areas of cost saving.

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- Propose and implement financial best practices.
- Maintain a documented system of accounting policies and procedures.
- Ensure compliance with all statutory requirements.
- Forecast cash flow positions related to borrowing needs and available funds.
- Support and prepare for the annual financial audit.
- Create additional analyses and reports as requested by management.
- Management of the finance department and staff.
- Overseeing of debtors and creditors
- Reviewing of creditors reconciliations on a monthly basis and authorizing for payment
- Overseeing the daily administration of the various bank accounts
- Preparation of tax schedules on a monthly basis
- Liaising with other companies in the group and agree the intercompany balances
- Advising competencies on processes, routines and disciplines
- Calculation of gaming monthly gaming levies
- Sign off on monthly stock reports

**4. Accountant
(Water Board)**

Contract May 2004 – Nov 2006

- Overall financial tasks thereby producing a trial balance and management report.
- Analyse bank statements and update cash flow.
- Capture sundry debits/credits from bank statements and reconcile.
- Review and reconcile petty cash and oversee count.
- Analyse general ledger and post journals.
- Capture invoices as and when required
- Review vendor reconciliations for payment.
- Oversee the accounts payable clerk functions.
- Preparation of monthly rebate file for customer and sending credit note for processing and authorization (Backup)
- Monthly reconciliation of all balance sheet account on the prescribed template (including inter-company recons for debtors, creditors, loans).
- Monthly, quarterly, annual and ad hoc statistic submissions
- Prepare and maintain an audit file for the yearend audit and serve as the audit liaison.
- Assist the Financial Manager in the preparation and compilation of annual audits, work papers, annual budgets and compliance in various statutory requirements.
- Ensure data integrity is not compromised
- Make suggestion to finance management on how to optimize and improve systems and procedures.
- Assist the business with additional work that may occur from time to time.
- Analyse account to ensure entries are compliant.
- Other ad hoc tasks as and when required
- Ensure professional conduct is maintenance.
- Assist in compiling AFS
- Process monthly payroll
- Assist with compiling monthly management packs
- Vat and tax reconciliations
- Complete statutory returns (Vat, Tax, EMP201)

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- Liaise with internal and external auditors
- Assist in compiling reports for the Board
- Monthly stock counts and variance reports

Senior Accounts Clerk with Auditing and Accounting Firm (Jan 2003 – Apr 2004)
Articles with Auditing and Accounting Firm (Jan 2000 – Dec 2002)