

# LEXCORP PERSONNEL

## ACCOUNTING STAFF RECRUITING SPECIALISTS

### Nationality

- South African

### Languages

- English

### Age

- 35

### Gender

- Male

### Affirmative Action

- Yes

### Availability

- More than 1 Month

### Current CTC Per Annum

- Undisclosed

### Expected CTC Per Annum

- R840 000 - R960 000

### Profile

- AGA (SA) SAICA Articles complete
- Final Year of MBA
- Commercial experience at Senior Level for over 9 years
- Financial Reporting according to IFRS
- Member of Golden Key Society (2005)

### Leadership Roles

- Financial Manager
- General Manager
- Commercial Manager

**Employee No** : JS000954

**Name** : Not Available

**Recruitment Consultant** : Wayne Hartogh

**Recruitment Consultant** : Imraan Lockhat

☎ **Phone** : 039 682 0305 / 031 303 2889

✉ **Email** : recruitment@lexco.co.za

( Receipt of this CV constitutes an 'Introduction' as per Lexcorp Personnel Terms and Conditions )

### Profile Summary

The candidate is a highly effective and capable Senior Financial Manager who has excelled in managing the business from a strategic, financial management and reporting level. Responsible for finding new revenue streams, negotiating with stakeholders and managing and increasing investment opportunities for the business. In addition the candidate has introduced new systems and controls to streamline the business and improve efficiencies.

### Professional Experience

**1.Financial Manager - Consolidated Group for Africa**      **Contract Sept 2014 - Current**  
(Energy, Petroleum)

- Turnover R58 Billion
- Preparation of the Petrocam Trading (Pty) Ltd entity and consolidated annual financial statements, within a multi-currency transactional environment, in accordance with International Financial Reporting Standards and other applicable regulatory, statutory and legislative framework
- Preparation and submission of management accounts, company statutory returns (VAT, UIF, PAYE) as well as company tax calculations and returns.
- Preparation of comprehensive working paper files for the auditors.
- Liaising with the auditors ensuring a smooth and efficient audit and responding to any management/audit queries
- Remote monitoring of trading operations to ensure that all rights and obligations of Petrocam Trading (Pty) Ltd are sufficiently documented and accounted for in the financial records of the company.
- Direct supervision of four accounts personnel, (former article clerks employed in the accounts department) and review of all accounting entries for day-to-day transactions and subsequent reconciliations performed by them.
- Liaising with Local and international financial institutions with regard to fulfilling any documentary requirements relating to claims in favour of and/or due by Petrocam Trading under financial instruments opened.
- Recommending financial actions by analysing accounting options.
- Securing financial information by completing data base backups
- Maintaining financial security by following internal controls.
- Authorizing payments by verifying documentation, and requesting disbursements.
- Monitoring financial performance and advising of best mitigating factors, by setting departmental budgets, and assessing variances.
- General responsibilities that relate to management of finances and investments including full property, contracts, assets and facilities management
- Full management responsibilities of the group's investment property portfolio
- Supervision of procurement, working capital management and indirect staff management of the newly acquired LPG gas plant
- Supervision, internal control evaluations, due diligence and management within a newly acquired petroleum wax company and Lubricants division.
- Constantly met with Executive leadership and banks to ensure working capital and finance requirements were adequately met
- Identify new revenue streams, complete due diligence, open up new business channels and stakeholders through forming network partnerships

## Personal Attributes

- Networking Skills
- Leadership skills
- Negotiation skills
- Managerial Skills

## Education

- Mancosa
  - Final Year Dissertation (2020)
- SAICA Articles/Audit Senior (2007 - 2011)
- University of KZN (2007 - 2011)
  - BComm Accounting

## Computer Skills

- Caseware
- Pastel Partner and Evolution
- VIP Payroll
- Vision POS
- CAD POS
- MS Word & Excel
- Powerpoint

- **Achievements:**
- Successfully registered the company and holding company for BBBEE certification
- Facilitated the interaction with ITAC and DOE, to obtain import and export licensing for the company as well SARS wholesale licenses for fuel and fuel products
- Successfully claimed back 20 % of SDL spend each year by submitting WSP/ ATR, as the appointed Skills development facilitator, which the company had never done.
- Successfully ensured that the reporting was brought in line with current month. Reporting was 13 months behind
- Brought VAT in line with current, and ensured that all large refunds due were received, as well as obtaining tax clearance certificates.
- Designed and implemented key business models and templates that had successfully integrated different aspects of business and had made business processes easier for all divisions
- Took over the company's investment division and helped grow fixed asset and property base from R6m to R42m, after identifying a need for another stream of revenue that would be more profitable.
- Solely responsible for performing due diligence and investment decisions for newly invested divisions of the group namely LPG, WAX and Lubricants which includes controls, costings, operational and management costs

### 2.National Financial & Commercial Manager (Importer of bathroom and sanitary ware)

Contract Feb 2013 - Aug 2014

- Turnover R30 Million
- Managed the national finance department (3 Branches nationwide), with 5 Finance staff, and three branch managers reporting directly to him
- Managed operations of the business, in areas of marketing, logistics, human resources, foreign exchange and other key areas
- Finalized the month-end reporting process through Pastel and Excel
- Completed the month-end reporting process including tax calculations and head office forecasts and ad-hoc reporting
- Implemented internal financial controls and identifying areas of improvement and improving outputs from the business module
- Reviewed VAT returns, debtors, creditors analysis, approving payments and general ledger analysis
- Managed the budget process from a zero-base
- Reviewed and forecasted investment opportunities, as well as researched for new investment opportunities in property consortiums, as well as share investments
- Managed the groups property portfolio, contracts, assets and facilities
- Motivating and appraising staff on their performance and providing developmental feedback
- Managing special projects, costs analysis, due diligence processes, financial, BEE and skills audits.
- Managed cash flow and preparing cost budgets/ variance reports
- Managed costing, and stock control
- Reviewed monthly shipping and overseas creditors schedules
- Foreign exchange payments, booking and dealing by monitoring rates daily
- Implemented new systems that improve efficiency in the business and manage the implementation from start to finish
- Assisted operations with financially viable solutions and value added financial and costing information to make operational decisions.
- Regularly interacted and negotiated with local and foreign suppliers and service providers to ensure trade terms, rebates and promotional discounts were in line and ensured further terms when company cash flow was declining
- **Achievements:**
- Brought about monthly management accounts, and expenditure analysis, that assisted the CEO make informed and strategic decisions

### 3. Financial & General Manager (Wholesale)

Contract Feb 2011 - Jan 2013

- Turnover R300 Million
- Managed the entire finance department as the with four finance staff directly, and 30 floor supervisors indirectly. 2IC to the CEO.
- Reporting to trial balance, including preparation of working paper files for auditors
- Management reporting and accounts
- Budgets and feasibility studies
- Overseeing of the creditors and Admin departments
- Payment preparation and reconciliation
- VAT reconciliations and submissions
- Managed cash flow for the business and chairing monthly finance meeting with business unit management
- Management of key HR and admin issues of approximately 220 staff
- Resolving labour disputes and representing the company at cases at the CCMA
- Reviewed and forecasted investment opportunities, as well as researched for new investment opportunities in property consortiums, as well as share investments
- Managed the groups property portfolio, contracts, facilities and negotiations
- Regularly met with suppliers to negotiate early settlements for better trade terms
- **Achievements:**
- Assessed and enhanced company internal controls successfully
- Established a human resource department for the company, of which, there was none before his appointment.
- Facilitated the use of biometric systems for record keeping, in opposition to time clock cards that were used in the past. This decision ensured more accurate time keeping procedures, and more accurate data.
- Implemented monthly management meetings with all of the floor supervisors and senior management, as a communication medium to address issues of staff, and general matters that would enhance the company's image and customer service etc.
- Implemented weekly meetings with senior management, to sort out more serious issues, and address matters of a more strategic value

### 4. SAICA Articles & Audit Senior (Accounting and Auditing)

Contract April 2007 - Feb 2011

- SAICA Articles completed in 2010 and stayed on for another year
- Managing a diverse portfolio of clients from multi-national organisations to specialized industries
- Extensive knowledge and experience gained in the fashion industry, manufacturing sector, real estate industry, FMCG and many other sectors of business
- Performing cash forecasts on a monthly basis
- Client networking and marketing business products to potential customers
- Financial Accounting write-up and preparation of audited statements
- Completion of monthly statutory returns
- Company secretarial matters
- GAAP/ IFRS Financial statement review and execution
- Completion and submission of SARS returns on behalf of clients
- Financial and taxation planning
- Senior management of audit assignments
- On the job training of junior clerks, internal control audits and system reviews
- Preparation of business plans, cash flow projections and due diligence reports on behalf of clients
- **Achievements:**
- Through hard work and dedication, the candidate was promoted to audit senior after just 5 months of articles, and was running his own audits after 6 months. Article

clerks at the same firm usually got their first “large” audits after a year.

- Successfully wrote and implemented templates used by his team in work papers with regards to IRBA regulations on independence.