

LEXCORP PERSONNEL

ACCOUNTING STAFF

RECRUITING SPECIALISTS

NATIONALITY

- South African

LANGUAGES

- English

AGE

- 54 Years old

GENDER

- Male

AFFIRMATIVE ACTION

- Yes

AVAILABILITY

- 1 Month notice

CURRENT CTC PER ANNUM

- Undisclosed

EXPECTED CTC PER ANNUM

- R360 000

PROFILE

- Financial Manager
- Construction management
- Articles complete
- Implementation of Accounting systems
- Commercial experience

LEADERSHIP ROLES

- Financial Manager

PERSONAL ATTRIBUTES

- Professional approach
- Problem solving
- Innovative
- Highly motivated
- Leadership

Employee No 820

Name: Available On Request

Recruitment Consultant: Imraan Lockhat

Recruitment Consultant: Wayne Hartogh



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PROFILE SUMMARY

The candidate's experience over the past decade has empowered him, strengthened his belief that success can only be achieved through hard work, dedication and sacrifice - these qualities guide his performance. The candidate recognises that customer satisfaction revolves around 'Total Quality Management' and that this contributes to operational success.

Career highlights:

- Commendation for 2007 Audit Pack
- System change and computerisation of accounts
- Control of R40 million monthly budget
- Expanded retail operation to 2 additional stores
- Daily cash flow management of bus operations
- Project Management of small projects
- Developing Construction Management skills

Prior work experience:

- Supervision of workmen for the timely completion of construction projects
- Construction take-off evaluation and preparation
- Management and control of finance department & supervision of 9 personnel
- Accounting systems implementation and control successfully instituted
- Monthly Management accounts and quarterly Board completed for presentation
- Tax investigation documentation compiled and communicated to Authorities

PROFESSIONAL EXPERIENCE

1. Construction Management (Construction)

Contract Apr 2018 – May 2019

- The project was a 3 bedroom house in Silverglen that had no maintenance for 35 years. Feasibility was done to consider demolition of major structure for a 6 unit complex.

2. Construction Management (Construction)

Contract Oct 2017 – April 2018

- This project included demolition, construction and renovation of residential accommodation. The project was a 4 bedroom house in Merebank that had no maintenance for 30 years

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Personnel Terms and Conditions

EDUCATION

- UNISA
B.Compt degree (1992)
- Articles complete (1992)

COMPUTER SKILLS

- MS Word, Advanced Excel and Powerpoint
- Pastel Partner and Evolution
- SAP

3. Project related Accounting (Wholesale)

Contract Aug 2017 – Sept 2017

- The tasks/services provided includes financial and management accounting services, internal auditing and project management assistance.
- A R200m p.a. frozen and dry goods importer and wholesaler
- Management accounts preparation and comment presented
- Review and recon of TB
- Stock counts and variance analysis
- Vat preparation
- Improvements in operations and workflow
- Presentation for Bank finance

4. Financial Accountant (Retail)

Contract Dec 2016 – Apr 2017

- Fashion Freak (fashion retailer comprising 52 stores)
- APRIL 2017 (financial accounting)
- Daily cash flow and cash-up report reviewed.
- Weekly, fortnightly and monthly salaries and wages scrutiny and approval.
- Management accounts preparation, analysis and comments presented to Director.
- Creditors' recons reviewed and approved.
- Management of 6 staff members and general office tasks.
- Management and cash flow forecast presented.
- Monthly Vat, PAYE and other returns completed.
- Liaising with Banks, External Auditors and 3rd Party Stakeholders
- **Reason for leaving:** Retrenched and Company subsequently liquidated

5. Financial Management Accountant, Internal Audit (Construction, Manufacturing, Retail)

Contract Oct 2009 – Nov 2016

- The tasks/services provided includes financial and management accounting services, internal auditing and management assistance.
- **Construction & manufacturing and retail** (Grallo Precast) – costing, variances, management accounts, creditors recons, audit pack, statutory returns, SARS returns and audits, BEE application and info pack, Group profile and tenders.
- **Housing construction** (Woodglaze Trading) – audit pack, SARS returns, accounting.
- **Rental** (Moko Rental) - capturing, processing and reconciliation, Pastel support, quarterly reporting to monitoring authority.
- **Bread manufacturing & distribution and retail** (7 Star Bakery) – Product costing, forecasts, cash flow projections, management packs.
- **Bus transport services** – costing, projections and tendering.
- Experience / achievement: The following tasks have been assigned to me:
- The set-up, monitoring and reporting on the Bakery's standard costing system, usage reporting and analysis, product costing, variance analysis and financial statements.
- Preparation of process work flows, risk analysis assessment and income/expense projection for a new project that the Starwood Group was evaluating.
- Internal auditing of rental collection process of Starwood's Moko Housing project. Weaknesses were identified and corrective action implemented.

- Moko's housing records were converted from excel capture to Pastel accounting and reporting. Accounts were reconciled, staff were trained to work on Pastel Accounting and the system was handed-over.
- Starwood's pipe manufacturing company, Gralio Precast (Pty) Ltd, management's accounting was evaluated. Costing of current production was calculated and evaluated. Weaknesses were identified and corrective action implemented.
- Pastel Accounting system was implemented at Starwood's new bakery plant, 7 Star Bakery CC. The inventory, debtors, creditors and cashbook capture and processing was managed. Staff were trained in the above processes.
- Monthly management pack is prepared for 7 Star Bakery CC. Detail analysis of cost per product, sales per product, projections and other cost analysis is performed for management evaluation.
- The annual audit file for Moko, Gralio and 7Star is prepared. Professional communication with external parties is handled.
- Completion and submission of monthly & annual SARS e-filing and other statistical returns.
- Preparation, completion and submission of tender documents for Eshowe & Clermont bus transport and Mkuzi student bus tender.
- Design and completion of The Starwood group profile.
- The ability to communicate and interact with a diverse range of personnel to ensure all tasks are completed.

6. Financial Manager (Transport)

Contract Mar 2006 – Aug 2009

- Experience / achievement: This entailed supervision of 9 personnel and submission of the following reports/ documents to the Finance Executive:
 - Daily cash flow analysis resulting in optimum cash levels for daily operations.
 - Authorisation of bank electronic transfers processing.
 - Pastel Partner and Pastel Evolution processing/review to ensure accurate and timely reporting.
 - Monthly projection and variance analysis of income and expenses.
 - Monthly scrutiny of 300 creditor reconciliations for timely and accurate payments.
 - Monthly fare income sales journal review and analysis to identify variances.
 - Monthly diesel reconciliation scrutiny for fluctuations in fuel consumption.
 - Bi-weekly meetings with Tech-Ops Personnel to facilitate data flow and report on operational finances.
 - Quarterly Management pack included variance analysis to apprise the Board of performance.
 - Fixed asset reconciliation and accounting for a fleet of 650 buses.
 - Preparation of Management information for sale of major asset.
 - Yearly audit pack and liaising with audit team.
 - My introduction of the electronic importation of bank statements resulted in the Accountant processing data in half the time.
- **Reason for leaving:** The Company's contract period terminated; this resulted in the termination of all staff contracts.
- **Internal Audit Manager:**
 - Experience / achievement: This entailed the following:
 - Review and improvements to teller banking of fare revenue due to shortages.
 - Review and improvements to purchase and procurement.
 - Review and improvements to stores systems.
 - Review and improvements to central cashier systems.

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- Audit pact prepared and draft AFS prepared.
- Review and improvements to job costing system for expenses charged to repairs of buses.
- Adhoc work performed on behalf of a director in assessing his investment a plastic manufacturer.
- **Promoted to the above position of Finance Manager.**

6. Internal Auditing: Consulting

Contract Feb 2006

**7. Internal Auditing: Consulting
(Accounting & Auditing)**

Contract Sept 2005 – Jan 2006

**8. Financial Manager
(Retail)**

Contract Jan 1994 – Aug 2005