

Section: Management

Position: CFO

Reference no: 04/03/21CFO

Date: 2021.03.04

Closing date: 2021.03.12

A Vacancy is available for Chief Financial Officer at a large Engineering company.

Role and Responsibility

- Responsible for the entire financial function of the business.
- Run administration department with all reporting personnel.
- Ensuring systems are in place and operating to achieve timely and accurate monitoring and reporting of costs, expenses, and revenue.
- Ensuring systems of financial controls are in place.
- Ensuring the business meets all its statutory and compliance obligations.
- Cash flow management and strategic planning.
- Credit Vetting.
- Accounting routines through to involvement in projects, system reviews and implementation, as well as representing finance to Board of Directors.
- Financial Reporting on monthly basis.
- Preparing and monitoring annual budget.
- Liaising with external auditors and handle audit processes.
- Assisting and managing company finances and growth of business.
- Reporting to stakeholders.
- Technical support thereby ensuring the assistance with business development and grow in general.
- Technical support in handling of all order processing, administration, customer communication, dispatching and invoicing.
- Handling of external tenders and sourcing of technical detail.
- Assisting in Logistic arrangements from time to time.
- Full Human Resource Management function including but not limited to payroll, statutory compliance, and assistance.
- Employment contract, Bargaining Council, Union related matters, pension/provident funds, assisting in training compliance and Seta submissions.
- Employment Equity.
- Workmen's Compensation and IOD handlings.
- Understanding, implementing, maintaining, and auditing ISO 9001:2015 standards.
- Responsible for maintaining Safety Compliance within the company and managing reporting staff.
- Coordinate, maintain and implement company policies.
- Working with CEO, COO, Marketing Manager and Board

Requirements

- 12+ years working experience.
- Matric and computer literacy.
- Sage Pastel and Payroll experience (certificate adv)
- Management Certification and experience.
- ISO 9001:2015 certification and experience.
- Safety Certification
- Human Resource Management
- Strong understanding of finance, compliance, and measures of performance
- Excellent organizational and leadership skills
- Communication, interpersonal and presentation skills

- Analytical and problem-solving abilities
- Ability to multi-task, prioritize, and time management to meet deadlines.
- High service orientation with proven support experience and ability to adapt/respond to different types of characters.
- Good business knowledge
- Strong writing and communication skills.

It is an unsuccessful application if not called for an interview within 5 working days after closing date.

Submit a registered CV to admin@boschpick.com or in sealed envelope in the dropbox at the main entrance complete with application form and relevant documents.