

## Position Description

<b>Position Title:</b>	Chief Financial Officer
<b>Reports to:</b>	Managing Director
<b>Group Division/Function:</b>	Finance

## Role Purpose

<p><b>The Chief Financial Officer is a member of the Senior Leadership Team and is responsible for:</b></p> <ol style="list-style-type: none"> <li>1. The financial management of the company</li> <li>2. Contribute to the Strategic Planning process</li> <li>3. Business planning and implementation to ensure successful outcomes of the strategic plan</li> <li>4. Management of Group corporate administration and performance reporting including Statutory reporting</li> </ol>
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## Key Accountabilities

Key Area of Accountability	% of the Total Role	What are the Outputs Expected	How are they Achieved
<b>Financial Management</b>	30%	<ul style="list-style-type: none"> <li>• Lead the provision of business information and finance processes to ensure that the business has timely, accurate and appropriate support in all aspects of the Groups growth and to manage risk</li> <li>• Provide financial, accounting and administrative expertise and advice to the MD, and Management team</li> <li>• Ensure appropriate financial procedures and practices are in place to provide effective financial management of the Group</li> <li>• Manage enduring business relationships with key commercial stakeholders</li> <li>• Ensure compliance with Accounting and Audit standards</li> <li>• Ensure compliance with tax requirements for the jurisdictions in which the group operate</li> </ul>	<ul style="list-style-type: none"> <li>• Render commercially sustainable advice</li> <li>• Manage accounting and administration team to provide timely, accurate and relevant information and reports</li> <li>• Manage the preparation and presentation of financial reports, operating budgets and financial forecasts</li> <li>• Interpret Group's policies and appropriate professional standards, implementing as it affects the Financial, accounting and administrative functions</li> <li>• Liaise with external accountants (if any) and take responsibility for production of the accounts</li> <li>• Co-ordinate and take the responsibility for the preparation of the Group's tax returns, liaise with Tax Advisors and ensure filed within the respective jurisdictions filing dates</li> <li>• Maintain regular contact with the Group's bankers and financial advisors</li> </ul>

			<ul style="list-style-type: none"> <li>• Ensure Group's assets, staff and directors are protected by appropriate insurance cover</li> <li>• Forecast, plan and recommend key business outcomes according to the business plan requirements</li> </ul>
<b>Contribute to the Strategic Plan</b>	30%	<ul style="list-style-type: none"> <li>• Contribute to the Group's development of strategies and business plans</li> <li>• Implement the initiatives in the business plans necessary to ensure the planned outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Submit business plans and reports, together with recommendations and action the key initiatives</li> </ul>
<b>Manage Group Corporate Administration and Performance Reporting</b>	10%	<ul style="list-style-type: none"> <li>• Ensure that the financial, accounting and administration functions achieve targets and business development objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Render commercially sustainable advice</li> <li>• Plan and manage the administrative procedures, information, formats and performance reports to deliver information that is timely, accurate and relevant</li> </ul>
<b>Company Secretary and Advisory Board Liaison</b>	10%	<ul style="list-style-type: none"> <li>• Satisfy advisory board reporting and compliance expectations</li> <li>• Update board and management on risks, threats and opportunities</li> <li>• Manage all shareholder matters together with the Group's share register</li> </ul>	<ul style="list-style-type: none"> <li>• Lead, in conjunction with the Managing Director the Advisory Board and Shareholder reporting processes</li> <li>• Arrange Advisory Board meetings and Annual general meetings with shareholders</li> <li>• Prepare the meeting agenda, produce formal minutes and ensure the proper formalities and procedures are followed</li> </ul>
<b>Leadership and Human Resources</b>	15%	<ul style="list-style-type: none"> <li>• Develop a workplace culture consistent with the Values of the organisation</li> <li>• Develop the structure and capability of the team to ensure there is sufficient capacity to deliver on the requirements of the Group and they are enabled to make and implement decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the workforce mix (numbers, mix and flexibility) aligns with the Financial, Accounting and Administrative requirements, allowing for the seasonal and business cycles.</li> <li>• Ensure team communication is clear, understood and inclusive of feedback</li> </ul>

			<ul style="list-style-type: none"> <li>• Manage and counsel individual performance agreed objectives</li> <li>• Ensure compliance with the Human Resources Policies and relevant guidelines</li> </ul>
<b>Health and Safety</b>	5%	<ul style="list-style-type: none"> <li>• The team environment is managed to ensure compliance with Health and Safety at Work Act</li> <li>• The Group is not exposed to unnecessary risks or costs associated with non-compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Identify hazards and actions to eliminate, isolate or minimise them</li> <li>• Utilise safety procedures consistent with the Act and Group policy and ensure staff comply with safe operating practices</li> <li>• Ensure safety systems and procedures are operational to protect visitors, contractors, employees and are adequate to cope with emergencies</li> <li>• Undertake at least an annual audit of major site risks and hazards</li> </ul>

## Major Challenges

<ul style="list-style-type: none"> <li>• Assist Managing Director with executive and governance duties</li> <li>• Shareholder, Advisory Board and Management reporting and compliance expectations</li> <li>• Contribute to the fulfilment of the Strategic Plan</li> <li>• Creation of an environment that enables our people to fulfil the needs of the Strategic plan</li> <li>• Management of group risk</li> </ul>
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## Role Dimensions

Dimension	Current Year
• Direct Reports	2
• Total Employees	2

## Key Requisites

<b>Education/Experience and Qualifications</b>
Mandatory: <ul style="list-style-type: none"> <li>• B Com</li> <li>• C A</li> <li>• Minimum 5 years relevant experience in a comparable level of responsibility/span of control</li> </ul>
<b>Special Skills/Competencies</b>
Mandatory: <ul style="list-style-type: none"> <li>• Technical and commercial experience acquired through at least 5 years' experience in leadership roles within a medium organisation</li> <li>• Stature, knowledge personal style and communication skills to gain credibility with senior business managers, both internally and externally, and to influence key decision makers</li> </ul>

- Proven ability to establish excellent working relationships with operational staff and to operate as part of the senior leadership team
- High degree of business awareness and conceptual ability to identify with the group's vision and to support the Management team in ensuring the delivery of the Finance and Administration strategy in line with the groups strategy
- Understand the key drivers of the business and be able to guide others in devising Finance and Administration solutions
- Proven ability to successfully lead, motivate and direct a team of staff to achieve goals and to integrate the activities of multifunctional multi-disciplinary teams in a geographically diverse environment
- High degree of computer literacy

## Personal Profile

- Self-aware, trustworthy and positive
- Problem solver, innovative
- Takes responsibility for results, organised, sets standards
- Strong interpersonal skills, a clear communicator, collaborates well with others , builds relationships, inspires and develops people
- Can act as a champion for change, has an open mind to fresh ideas

## Key Working Relationships

Most frequent Contacts	Internal/External	Nature or Purpose
Managing Director	Internal	<ul style="list-style-type: none"> <li>• Reporting Line</li> <li>• Any relevant strategic or operational issue impacting on the business</li> </ul>
Advisory Board	Internal	<ul style="list-style-type: none"> <li>• Provision of Financial and Commercial information as required</li> <li>• Manage the filing of all approved statutory information</li> </ul>
Senior Leadership Team	Internal	<ul style="list-style-type: none"> <li>• Any relevant strategic or operational issue impacting on the business</li> <li>• Render commercially sustainable advice</li> <li>• Management of budgetary and financial forecasting</li> </ul>
Financial Community; e.g. shareholders, investors, bankers,	External	<ul style="list-style-type: none"> <li>• Maintain relationship</li> </ul>
Relationship Management	External	<ul style="list-style-type: none"> <li>• Financial institutions, Professional services, Contract negotiations, Customers and Suppliers</li> </ul>