



Divisional Financial Manager: AEA

Finance

Location: Claremont

Reporting to: Finance and Operations Manager

Responsibilities:

- Manage and maintain accounting systems:
 - to balance sheet stage, including creditors, fixed assets and general ledger, stock control and authors' royalties
 - Run general ledger interface and ensure all transactions are matched, monthly
 - Run fixed assets interface and ensure any errors are fixed, monthly
- Timely and accurate sales and financial reporting
- Manage staff in finance responsible for Academic, Education and Agencies & Support Services processing
- Annual financial statements and annual audit
- Strategic planning input to divisional management committee
- Prepare annual budgets
- Ad hoc analysis and reporting

Competencies:

- Accounting qualification required, CA(SA) highly advantageous
- Two years' experience in a similar role with an excellent track record of financial reporting and managing staff
- Strong working knowledge of Excel essential
- ERP experience highly advantageous

Attributes:

- Excellent quality orientation and attention to detail
- Exceptional planning and organizing / work management
- Self-motivated and an independent worker
- Excellent communication skills: written & verbal
- Good interpersonal skills with ability to deal with Senior Management
- Good analysis and problem solving ability
- Ability to work accurately within reporting deadlines
- Integrity
- Tolerance for, and ability to work under stress and stringent deadlines

We offer a competitive and market related remuneration package, commensurate with experience. To apply, please email your letter of application and two-page CV to recruitment@juta.co.za by Friday, 10 June 2016. This appointment will be made in line with Juta's employment equity plan. Should you not receive a response by 24 June 2016, please consider your application to be unsuccessful.