



The Joburg City Theatres (JCT) is an entity of the City of Johannesburg that stimulates and operates Joburg Theatre, Roodepoort Theatre and Soweto Theatre to provide the integrated management of theatre.

VACANCY REFERENCE : **REF NO: FM/06/2024**
DESIGNATION : **FINANCE MANAGER**
DEPARTMENT : **FINANCE**
REPORTING : **GENERAL MANAGER--COST & MANAGEMENT ACCOUNTING**
SALARY RANGE : **R49,693.36 (BASIC SALARY EXCLUDING BENEFITS)**

Requirements and skills

- Bachelor's degree in finance, accounting, economics, or related field (NQF Level 7)
- A solid understanding of financial statistics and accounting principles
- Working knowledge of all statutory legislation and regulations
- Extensive 6 years of experience within the finance environment.
- Proficient user of finance software
- Strong interpersonal, communication and presentation skills
- Municipal Finance Management Programme certificate from an accredited institute will be an added advantage

Primary Function

- To oversee end to end finance operations, financial planning and analysis, balance sheet reconciliation.

Key responsibilities:

- Prepare annual financial statement for the organization (monthly, quarterly and year end)
- Review audit file and ensure that the file is submitted to AG
- Review and analyse management accounts
- Ensure budget is allocated accurately
- Ensure there is no abnormalities on the income and expenditure
- Ensure the management account report is aligned to the income statements
- Prepare MFMA and SDBIP monthly
- Ensure that subsidy is recognized on the system monthly
- Ensure that the provision for insurance and COIDA is recognized on the system monthly
- Ensure that upon receipt of tax invoice for insurance and COIDA, adjustment is done, and the account is cleared as at year end.
- Prepare budget (OPEX and CAPEX) for the organisation
- Review, monitor and manage budget
- Ensure operation budget is uploaded accurately on the sage system.
- Ensure capital expenditure is uploaded accurately on JSIP system
- Prepare motivations to support budget adjustment.
- Import trial balance from sage evolution system and convert it to Mscoa reporting template
- Upload the converted trial balance to SAP system
- Ensure the trial balance from sage evolution system and SAP are reconciled



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- Ensure quality certificate is signed and sent to the parent municipality
- Prepare quarterly reports for capital expenditure
- Ensure capital expenditure spent is claimed
- Ensure submitted claims are paid
- Ensure progress reports and completion certificates are signed off by the project managers and submitted to the parent municipality
- Ensure the control account is reconciled as at year end.
- Prepare quarterly audit reports.
- Liaise and engage with auditors
- Ensure audit findings raised are resolved
- Ensure evidence is collected and filed
- Ensure Exco and Manco are prepared and submitted to members on a weekly basis.

Interested persons are requested to send their cover letter, detailed CV, recently certified copies of their qualifications and the Identity documents not longer than three months, quoting the relevant reference number to: consultant5@multilead.co.za

Enquiries: (011) 877 6821

Publication Date: 28 June 2024

CLOSING DATE: 15 JULY 2024

NOTE:

- JCT offers a market-related salary commensurate with qualifications and experience.
- JCT is an equal opportunity employer, therefore preference for this position will be given to candidates whose appointments will enhance representation in line with its EE targets.
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records, and previous employment.
- JCT reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Please include copies of your qualifications with your application.
- Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.