



Anglican Church of Southern Africa



DIOCESE OF JOHANNESBURG Central Administration Office

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ADVERT:

POSITION: FINANCIAL MANAGER

CLOSING DATE: MONDAY THE 13TH OF FEBRUARY 2012

KEY PERFORMANCE AREAS:

1. **The Overall Responsibility For All Financial Functions**
 - General Ledger
 - Diocesan Finance Board
 - Deposit Fund
 - Trustees
 - Joint Insurance Fund
 - Cash Management
2. **The Overall Responsibility for Payroll**
 - Payment of salaries and stipends
 - Ensuring the correct taxation is levied on all persons
 - Payments to relevant authorities and bodies:
 - SARS
 - Pension
 - Medical Aid
 - Other (Garnishees etc.)
 - Payroll reconciliations

3. The Quarterly Interest Calculation

4. Management Accounts

- Quarterly to Diocese
- Monthly to Diocesan Management Team

5. The Year End Financial Statements

- Diocesan Finance Board
- Deposit Fund
- Trustees
- Joint Insurance Fund
- Consolidated Financial Statements
- Provide information for Annual Report

6. The Budget

- Diocesan Finance Board

7. Staff Management

- Bookkeeper
- Payroll Clerk

8. Parish Role:

- Liaise with parish management and administrative staff on financial matters

Job Pre-Requisites:

- Minimum qualification
 - Tertiary qualification with Accounting and Financial Management as a major subject
 - Experience in Accounting and Financial Management
- Preferably a worshipping, confirmed Anglican who understands the ethos of the Diocese and can promote its vision and values
- A Team Player
- Must be able to interact with people of different cultural backgrounds

Prospective applicants are advised to either forward their CV through to lindi@masanacompany.co.za OR call Lindi Mashele on 082 771 9073.