

ROLE PROFILE	
Job Title:	Finance Manager
Level:	Senior Management
Reports To:	Chief Financial Officer
Purpose of Role /Scope:	The primary focus of this role is to support the Chief Financial Officer in the financial and fiscal management aspects of company operations. Provide leadership and coordination in the administrative, business planning, accounting, and budgeting efforts of the company.
Dimensions:	
a) Financial	<ul style="list-style-type: none"> • Assume control of the financial function. • Process month-end journals • Ensure monthly/annual provisions for expenditure are adequate. • Reconcile Balance Sheet accounts at year-end. • Liaise with Auditors at year-end.
b) Market Complexity	<ul style="list-style-type: none"> • A good understanding of the customers' business and what is important in the business, e.g., quality, price, delivery times, speed to market, dependability. • Knowledge of the organisation and activity of the clients to anticipate their needs. • Preparation of documentation required to motivate price increases with customers. • Assist with New Product Development (NPD) opportunities.
c) Leadership and Functional Responsibilities	<p>Leadership</p> <ul style="list-style-type: none"> • To effectively lead and manage administration staff. • Be customer and supplier facing dealing with both to develop great relationships. <p>Functional</p> <ul style="list-style-type: none"> • Monitoring business performance. • Treasury. • Managing the accounts team. • Preparing financials. • Preparing tax computations. • Developing financial models/policies. • Product Costings & Customer Pricing. • Management Payroll. • VAT Returns. • Control of Debtors and Creditors. • Monitor pricing from suppliers. • Liaise with milk suppliers and management regarding pricing. • Costing of products for NPD to ensure feasibility. • Liaise with customers, where necessary, in conjunction with Sales and Key Accounts Manager regarding pricing, promotional activity, etc. • Produce required monthly accounts and balance sheet. • Lead and manage one of the key accounts.
Qualifications and Experience Required	<ul style="list-style-type: none"> • Candidates must have either a BCom (Accounting) with experience or a CA. • Experience in a similar financial role or a CA qualification is required.

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	<ul style="list-style-type: none">• A high level of computer literacy is required. Experience with MS Office is essential, especially MS Excel. Experience with SAP or similar accounting software would be advantageous.• Strong leadership and communication skills –written and verbal.• Previous experience of leading / managing others, delivering results through teams and strong track record as a coach.
Barriers to Success in Role	<ul style="list-style-type: none">• Inability to plan and execute.• Loss of personal integrity.• Lack of attention to detail or follow-through.• Lack of functional skills required as Financial Manager.• Lack of passion for the role and the business.• No urgency or inability to meet deadlines.
Operational Working Conditions	<ul style="list-style-type: none">• Based at head office in the heart of the beautiful KZN Midlands.