

MAKE A DIFFERENCE TO CONSERVATION AND COMMUNITY EMPOWERMENT THROUGH HIGH-END ECOTOURISM

-- JOIN WILDERNESS SAFARIS NOW --

Proudly born and bred in Botswana over 35 years ago, Wilderness Safaris remains dedicated to pioneering authentic and sustainable ecotourism in Africa, whilst making a positive impact on conservation, and driving community empowerment. By doing this, the company helps to protect more than 2.5 million hectares of pristine wilderness areas.

Wilderness Safaris Botswana is inviting like-minded people who suit the below criteria to apply for the exciting career opportunity: **Group Financial Manager- Maun Based** and to join this remarkable company to help drive positive change in Africa through high-end ecotourism.

GROUP FINANCIAL MANAGER (MAUN BASED)

PURPOSE OF THE JOB

Reporting to the Regional Financial Manager (RFM), the incumbent of this position will be responsible for management of a large finance department responsible for the Wilderness Safaris Botswana companies. The incumbent will be responsible for the delivery of the following key performance areas.

KEY PERFORMANCE AREAS:

- Overall responsibility for the accuracy of the Wilderness Safaris Botswana Trial Balance covering Safari Operations, Flying Business and Aircraft Maintenance.
- Recruitment, management and development of finance staff ensuring adequate staffing (who are effective, efficient and accurate) and knowledge required at all levels within the finance department. Ensure optimal staffing and any necessary training to the company's needs.
- Preparation of monthly consolidated management accounts
- Coordinating on time submission of monthly accounts, including inter alia:
 - Provision of accurate, complete and timeous financial information
 - Maintenance of accurate and complete accounting records
 - Preparation of monthly management accounts commentaries
 - Managing the month-end reporting process
 - Preparation and submission of monthly group reporting packs
 - Review of monthly balance sheet review files prepared by Finance Managers
- Working capital management, including Bank and Cash, Accounts Receivables, Inventory and Accounts Payables as well as all the associated processes
- Reviewing work done by the Finance Managers and their teams ensuring it meets Wilderness Holdings minimum quality standards.
- Coordinating tax compliance activities including preparation and submission of all relevant tax returns (VAT, OWHT, Income Tax and PAYE)
- Working knowledge of Income and Deferred Tax calculations
- Review of tax account reconciliations with the objective of ensuring that all tax affairs are up to date and issues requiring liaison with BURS are dealt with promptly
- Review of cash availability reports prepared by staff and making appropriate internal funding decisions based on available cash resources
- Implementation and maintenance of effective systems of internal controls including the prevention and detection of fraud and other non-compliance with relevant laws.
- Primary responsibility for managing compliance with Financial Intelligence Agency regulations.
- Participate in the completion of the quarterly Rolling Forecasts
- Management of the annual year -end audit including coordinating auditors' travel and accommodation logistics
- Review and preparation of individual entity year- end audit packs and interim reporting packs
- Review and preparation of individual entity annual financial statements
- Preparation of Okavango Wilderness Safaris Group consolidated annual financial statements
- Coordinating finance department interactions with other departments, namely Procurement and Logistics (Safari Operations) and OPS (all business units) and give guidance where required on SLA's for suppliers
- Management of ad-hoc finance department projects
- Authorisation of payments (bank signatory), including strict maintenance of timeous payments to suppliers according to standardised payment schedules
- Any other responsibilities as assigned by the RFO, including and not to limited financial modelling and strategic business reviews to elicit better returns from operations

MINIMUM REQUIREMENTS:

- Qualified Chartered Accountant (non-negotiable)
- Accounting or Business Management Degree
- Hands on consolidations experience
- Experience in managing qualified professional accountants (CAs)
- A minimum of 7 years financial management experience, with at least 3 years at Group Financial Manager level or equivalent.
- Working knowledge of Botswana Tax and Company Law
- Tourism and hospitality industry an added advantage

COMPETENCIES:

- Strategic thinking
- Outstanding communication skills
- Influential
- Negotiation skills
- High Integrity
- Analytical skills
- Results oriented

Only candidates who meet the above requirements need to apply by following the link below

<http://wilderness.jb.skillsmapafrica.com>

Closing date 28th August 2021 @ 5pm