



## W I L D E R N E S S

### GROUP FINANCIAL MANAGER (MAUN BASED)

#### PURPOSE OF THE JOB

Reporting to the Regional Financial Officer (RFO)/Country CFO, the incumbent of this position will be responsible for management of a large finance department responsible for the Wilderness 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 and consolidated financial statements.
- 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 SLAs 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 limited to 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
- Over 8 years senior financial management experience in a multi-national entity(non-negotiable)
- Working knowledge of Botswana Tax and Company Law or demonstrate appreciation of general company statutory and tax compliance requirements.
- 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  
<https://wilderness.simplify.hr/vacancy/xpgngh>

**Date: 21<sup>st</sup> May 2023**

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATE WILL BE COMMUNICATED WITH