

## **JOB DESCRIPTION**

**Position Title:** Financial Director

### **Overview of Role:**

A leading retail and franchise organisation with representation across Botswana is looking for a highly qualified Financial Director to lead the business from a financial and strategic perspective. Over and above managing the finance team the role requires key leadership over the wider business.

### **PRINCIPAL RESPONSIBILITIES**

- Financial reporting to shareholders on a monthly basis, as well as for quarterly Board meetings.
- Maintaining an accurate set of accounting records, including monthly management accounts for the group.
- Managing the various brands marketing funds from a financial perspective, as well as review and approval of marketing expenditure as well as annual budgets.
- Maintaining continuous financial audit and control systems to monitor the performance of the group, its flow of funds, the adherence to the budget, income, expenditure, cost of sales and other budgetary items.
- Preparing annual budgets, other budgets, financial plans, business plans, feasibility studies, investment memoranda and all other financial and business documents as may be required for the group.
- Overseeing the annual financial audit, including reporting deadlines and requirements to Famous Brands Ltd.
- Coordinating the activities of outside suppliers and financial services contracted by the company for the group.
- Maintaining relationships and developing additional relationships with banks, financial institutions and capital markets with the aim of securing the funds necessary for the operations of the group, the attainment of its development plans and its investments, as well as managing banking services.
- Managing the company payroll function for around 750 employees, on VIP Payroll. Managing salary related accounting provisions (leave, bonus, severance, etc).
- Liaise with debtors and creditors. Managing the age analysis of both.
- Managing the cash flow needs of the business, and analysis of cash related clearing accounts.
- Reconciliation of inter-company loans and bank accounts.
- Tax: VAT reconciliations and submissions, Deferred tax calculations, Income tax, Withholding tax and Customs tax management.
- Oversee payroll function and submission of returns to Botswana Unified Revenue Service.
- Coordinate and manage supplier payments and ensuring punctual and accurate tax payments.
- Negotiating terms with suppliers.
- Examining, testing and improving internal control systems of the organization on an on-going basis.
- Reconciling subsidiary ledger records to independently maintained records (e.g. Bank Statements) and the general ledger control accounts.
- Managing the fixed assets of the group, including the Fixed Asset Register, repairs & maintenance, Capex, disposals, fleet management etc.
- Managing the insurance cover of the group, including renewals, claims, risk exposure, etc.
- Co-ordinating regular stock take and cash float checks across all stores. Involvement with Ops & Procurement in general stock management.

- Ensuring statutory requirements are met and that statutory records are kept up to date.
- Accounting software development and technologies that can streamline the business.
- Foreign exchange management, hedging exchange rate benefits and maintaining forex cash flow needs.
- Strategic level involvement and meeting with stakeholders.

## **PERSON SPECIFICATIONS**

### **Qualifications and Experience**

- 5 years' experience in financial leadership role, ideally in the retail industry.
- Chartered Accountant or CIMA qualification.

### **Key competencies:**

- Microsoft Excel advanced level
- MS Office
- Pastel and VIP Payroll, with Sage exposure being preferential