

Job Title: Project Manager

Role Overview:

The Project Manager position is ideal for individuals who are newly qualified Chartered Accountants (CA(SA)) and aspire to transition into Financial Manager roles within project companies.

Desired Qualifications and Experience:

Education:

- Newly qualified and registered CA(SA).

Skills:

- Highly detail-oriented and organised.
- Strong information gathering and problem analysis abilities.
- Effective collaboration and teamwork skills.
- Excellent writing and reporting capabilities.
- Proficient communication and correspondence skills, particularly with SARS (South African Revenue Service).
- Hands-on experience with accounting software, including:
 - Sage
 - Xero
 - Draftworks
 - Microsoft Great Plains

Key Responsibilities:

Reporting Structure:

- Report directly to the Financial Manager.

Liaison Duties:

- Manage daily communication and collaboration with project engineers.
- Resolve issues with SARS and maintain effective correspondence.
- Work closely with financial advisors to create budgets that align with financial models.

Project Management:

- Oversee the daily administration of project companies to ensure smooth operations.
- Supervise Senior and Junior Project Accountants and their daily tasks.
- Review basic and complex monthly bookkeeping, management accounts, and payroll for projects.
- Ensure timely and accurate maintenance of project budgets.
- Conduct expenditure and variance analyses on projects.
- Assist in consolidation processes for group and individual project companies.

Group Responsibilities:

- Review group company loan reconciliations.
- Review and present monthly management accounts.
- Examine and analyse complex accounting records, ensuring accurate preparation of financial statements (IFRS and IFRS for SMEs).
- Oversee the preparation of tax returns, including VAT and Company Tax.

Summary:

The Project Manager role is positioned as a stepping stone for newly qualified CAs (SA) with a keen interest in project and financial management. The ideal candidate should possess strong analytical, organisational, and communication skills, with a solid understanding of accounting practices and project administration. This role offers opportunities to grow within the financial management sphere of project companies.