



Kalahari
COUNTRY CLUB

THE KALAHARI COUNTRY CLUB IS LOCATED IN KATHU, ON THE BEAUTIFUL SISHEN GOLF COURSE

6 MONTHS CONTRACT: FINANCE, PROCUREMENT & MARKETING MANAGER

The successful candidate will be responsible for all finance, procurement & marketing related duties of the KCC

KEY RESPONSIBILITIES: (Over 5 departments/entities)

- Handle and manage petty cash and receipts
- Bank reconciliation
- Extensive amounts of debtor and supplier management and capturing
- Capture and reconcile various department sales (from GAAP POS)
- VAT control
- Salary reconciliation (Earnings, deductions, staff loans, advances, maintenance, garnishee's etc.)
- Asset management and control
- Order stock as per department supervisor
- Import month end stock counts as per department
- Do various transactions on behalf of Sishen
- Control and reconcile diesel/petrol levels
- Manage and capture cash drop machines
- Manage all procurement and adhere to policy
- Manage all marketing
- Assist in Finance planning
- Report on Income and Balance statement

MINIMUM REQUIREMENTS:

- Matric certificate
- Finance degree / National diploma in Finance (or relevant)
- Driver's licence
- Fully computer literate in Pastel, Excel, MS Word and PowerPoint
- Knowledge of GAAP would be an advantage
- Knowledge of various Finance Disciplines
- Fast learner and worker
- Fluent in Afrikaans/English

Closing date : **05 January 2018**

Please send your CV and certified copies of qualifications to elainekcc13@gmail.com

This is a maternity leave replacement position

Very important that candidate must be able to start ASAP