

All members of the company are to abide by the company's policies and procedures.

ANNEXURE A: JOB PROFILE

1. POSITION	
Position title:	Financial Manager
Department:	Finance
Reporting to:	Managing Director
Direct Reports:	Finance team
Main purpose of this role	<p>Alaris Antennas, a subsidiary of the Alaris Holdings Group, is seeking a self-motivated, commercially aware, hands on, experienced finance professional with manufacturing/engineering knowledge to join our finance group as the Financial Manager of our SA business, Alaris Antennas.</p> <p>This is an exciting and autonomous opportunity to join a niche global technology group and take a pivotal role in this small but niche business. The role will play a crucial part in developing our business to deploy best practice, business controls and disciplines, analyse and report on performance and assist the MD and business team drive improvements using the Navision ERP business system.</p> <p>The job holder will have full responsibility for the business reporting and as a small business, be hands on with the day-to-day inputs and postings whilst being able to analyse, forecast and manage the site finances under the group's reporting structure in an open, transparent, timely and accurate manner.</p> <p>Monitoring financial performance, identifying areas for improvement, and capitalizing on opportunities will be integral parts of your responsibilities.</p> <p>The incumbent would participate in the Management Committee (ManCo) meetings and will provide the Exco team accurate and timely financial reporting on a monthly basis. Compiles the half year and full year reporting and ensures the successful completion of the audit within the required timelines.</p> <p>This role will play a crucial part in developing and implementing financial plans together with the MD that support the company's growth and profitability for the long term.</p> <p>Ensures that corporate governance and compliance is in place and that the company remains compliant within the various regulatory frameworks it operates in.</p>



	<p>The incumbent would need substantial skills in data analysis, reporting, budgeting and forecasting as well as knowledge of day-to-day financial operations. Personally, drives certain strategic projects that have a large impact on the reliability of the financial reporting i.e. ERP system implementations</p> <p>About Alaris Antennas: Alaris Antennas, part of the Alaris Holdings Group, is known for its commitment to innovation and excellence. We foster a dynamic and collaborative work environment where creativity and expertise thrive. Join us and contribute to our mission of shaping the future of advanced antenna technologies.</p>
2. REQUIREMENTS	
Minimum education (essential):	B Com (Hons) degree with a minimum of 2 years commercial experience
Additional education (suggested):	CIMA, CA SA
Minimum applicable work experience (years):	3 years
Required nature of applicable experience:	Financial management in the Manufacturing industry
Computer literacy (essential):	MS Excel (Expert) MS Word (Expert)
Computer literacy (suggested):	Microsoft Dynamics NAV, 2 to 3 years' experience on any reputable accounting package, Caseware
Language proficiency:	English
Other requirements:	<ul style="list-style-type: none"> • Hardworking, driven, person who works independently and accurately to meet deadlines. • Excellent oral and written communication and presentational skills. Able to communicate in person and through use of electronic media (MS Teams) • Good interpersonal skills with the ability to work with people at all levels, internally and externally. • Flexible in approach but rigid in application. • Excellent organizational and time management skills. • Attention to detail. • Assertive nature, robust but not abrasive. • Logical and analytical thinker.

	<ul style="list-style-type: none"> • Elevated levels of initiative and problem solving – solutions focused. • Work independently, with a high degree of responsibility. • Confidentiality – business advisor / professional approach. • Accuracy and accountability. • Excellent Administration – flexible and willing to assist.
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3. KEY PERFORMANCE AREAS, WEIGHTS AND TASKS		
Responsibilities		<ul style="list-style-type: none"> • Preparing and presenting monthly management accounts with analyses • Compiling and presenting financial reports to the group financial team • Providing insight into the business to improve financial performance of the company • Oversight in pricing of sales opportunities and operational charge out/recovery rates. • Providing financial support to the project management team by providing accurate financial reports per project. • Oversee Creditors, Debtors and Treasury (i.e. cashflows) Function • Full Accountability for the implementation of finance controls within the business • Preparation of Annual Budgets • Preparing annual financial statements in Caseware • Full ownership of the Half year and full year Audit process • Compiling VAT and Income tax returns and relevant calculations