



## Financial Manager

Bidvest Insurance is a non-Life insurer within the Financial Services division of the larger Bidvest Group and operates alongside other great companies such as Bidvest Bank, Bidvest Life, FMI, Compendium Insurance Brokers and others.

Bidvest Insurance was founded in 1997 and provides niche value added products to customers through its Direct Channel which operates via call centres, as well as its Affinity Channel that partners with distribution networks. Our products are designed to protect consumers and deliver exceptional service levels when our customers need us most, so that we can deliver on our purpose 'To protect everyday South Africans, against foreseeable events and their financial losses, so that we can all contribute to a better South Africa'.

We have successfully expanded and evolved through our dedicated commitment to our values, customers, partners, and staff. Interested individuals looking to join Bidvest Insurance can expect to join a young and energetic team that challenge convention and who are intent on building long term relationships with all stakeholders.

Being a part of Bidvest, one of South Africa's leading services, trading and distribution groups, your career aspirations with us are only limited by your own imagination.

### Position Overview

The suitable candidate will be responsible for complex accounting activities relating to the maintenance of complete and accurate financial information, results, reporting and analysis on a regular basis. In addition, the candidate will be responsible for tax, VAT, IFRS and financial governance.

### What You'll Need



#### Attention to Detail

We like to keep our eyes on the prize at Bidvest Insurance! And that requires a strong need for attention to detail as it's the small things that can make a **BIG difference!**



#### Leader

Leadership is a characteristic which is celebrated and encouraged through our company culture and we expect our senior staff members to **lead by example**



#### Positive Attitude

We believe in creating a positive work environment that is enjoyable to be a part of and we look to the individuals of the company to make a **positive** contribution to our culture



#### Think on your feet

Hand in hand with innovation, you need to be able to think on your feet. We work in a fast paced environment which often requires us to **adapt and think fast!**

### Our Values

At Bidvest Insurance, we are all part of a BE'VOLUTION where we live our values each and every day for the benefit of our colleagues, customers, partners, stakeholders and our environment.



Our curiosity drives us to constantly improve our business



Anyone can do ordinary, we do extraordinary



Treat everyone with respect, in & outside our company



We always do the right thing, even when no one is looking



We're enthusiastic in everything we do - our energy is infectious



We're committed to understanding our customers, partners and colleagues

## Key Responsibilities and Duties

### Management and leadership

- ▶ Communicate key business priorities to all staff
- ▶ Effective leadership, development, training, and management of the team
- ▶ Assist with the general running of the Finance Team, including development, deadline management, reporting and support
- ▶ Assist in building strong relationships with internal and external stakeholders to deliver efficient and effective services
- ▶ Identification and development of efficient new ways of working and reporting

### Reporting, preparation and analysis

- ▶ Manage the accounting function the business, its reconciliations, reporting deadlines and management accounts
- ▶ Timeous and accurate reporting to Group and the business monthly
- ▶ Ensure that submission of pack deadlines is met timeously
- ▶ Provide analysis into key value drivers of the business and its product range
- ▶ Support the business with accurate and insightful reporting for key decision making and understanding
- ▶ Ensure the accurate and timeous preparation and submission of the VAT and Income Tax returns
- ▶ Fixed assets and intangible assets management

### Planning, budgeting and year-end

- ▶ Development, management and completion of the budgeting process
- ▶ Development, management and continuous improvement of the quarterly, annual and three-year forecast
- ▶ Preparation of the group reporting packs and annual financial statements

### Other duties

- ▶ Preparation of various ad hoc reports
- ▶ Supporting the Finance team with other adhoc projects as and when required
- ▶ Maintenance and management of strong financial controls within the team
- ▶ Key point of contact for the external auditors
- ▶ Support in the development and reporting for Board and Committee meetings

## Qualifications

- ▶ Matric
- ▶ Financial degree or equivalent
- ▶ Chartered Accountant is preferable
- ▶ 2-3 years' experience in managerial role
- ▶ Short-term insurance / financial services experience an added advantage

## Knowledge and skills

- ▶ Strong analytical skills and attention to detail
- ▶ Ability to lead an effective team
- ▶ Business partnering and support capabilities
- ▶ Excellent interpersonal and communication skills
- ▶ Ability to work under pressure, effectively manage time and meet deadlines
- ▶ Maintain a positive attitude, work well with team member
- ▶ Knowledge of VAT, Tax and IFRS
- ▶ Advanced Microsoft Office skills (Word, Excel, PowerPoint)

### Submissions:

Preference will be given to PDI candidates in line with our EE

Interested candidates to please submit their CV to: [jobs@bidvestinsurance.co.za](mailto:jobs@bidvestinsurance.co.za)

Should you not hear from us within 2 weeks from date of application, please consider yourself unsuccessful

Bidvest Insurance is an authorised Financial Services Provider

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