

## VACANCY ADVERTISEMENT

<b>Institution</b>	George Whitefield College (GWC)
<b>Location</b>	Muizenberg, Cape Town
<b>Job Title</b>	<b>MANAGEMENT ACCOUNTANT</b>
<b>Reporting to</b>	Business Manager
<b>Closing Date</b>	31 January 2025
<b>Starting Date</b>	As soon as possible, but negotiable

### CONTEXT

A position is available for a Management Accountant who has a track record of excellent delivery in the financial management field and a passion for service. The successful candidate will share the College's theological standpoints, and be able to identify with the vision of expanding and building theological training within the African context.

### THE COLLEGE

GWC is an evangelical theological college based in Muizenberg, a suburb on the False Bay coast of Cape Town. GWC equips men and women for Christian ministry in Africa through equipping them with qualifications in theology. In addition, GWC offers various non-credit bearing learning options in Short Courses and a distance learning course called Explore. Through Explore, GWC engages in theological training in various African countries.

GWC is the official training institution for the [Reformed Evangelical Anglican Church of South Africa](#) (REACH SA).

GWC has +/-120 students enrolled in our accredited study options each year, with many students and some of their families living on campus in our student residences. Half of GWC's students come to GWC from outside of South Africa. There are also about 2 000 people enrolled in distance learning programmes at any time.

### THE POSITION

The Management Accountant at GWC becomes part of the College community and whilst occupied primarily in the Business department, may also be involved in College-wide projects and initiatives. The person will interface regularly with all other areas in the College, with external service providers and suppliers, and also frequently with students —thus there is a strong emphasis on relationship management with a variety of stakeholders, in a cross-cultural environment.

### KEY RESULT AREAS – OUTPUTS

1. Responsible for the treasury function
  - Daily cash management
  - Fulfilling mandates of the Investment Committee
  - Investments reporting
  - Reserves management and alignment with mandates

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2. Planning, coordinating and facilitating the business planning and budgeting cycle
  - Preparing guidelines
  - Determining timelines
  - Training / assisting line managers
  - Consolidating and presenting outcomes
  - Facilitating changes and reviews
3. Expense management and tracking
  - Ensuring that all expenses are approved according to set policies and in accordance with budgets
  - Monthly reporting of variance between budgets and actual expenses
4. Provide finance input to, act as Committee Secretary and execute required financial outcomes for various Boards, Committees and programmes / projects
  - Investment Committee
  - Audit and Risk Committee
  - Campus Committee
  - Building projects
  - Ark Endowment
5. Perform cost accounting functions
  - Programmes, Projects, Fees, Reporting
  - Fee research and setting
  - Setting of student allowances
  - Quantification of subsidies
  - Student growth scenarios and impacts
6. Management reporting
  - Prepare the financial input to the Annual Report
  - Monthly report
  - Donation scorecard
  - Investments and reserves analyses
7. Donations received
  - Co-ordinate Donations Allocations Committee
  - Oversee allocation of monthly donations received
  - Ensure that donor tax is correctly applied
8. Remuneration and benefits management
  - Assist with annual remuneration review
  - Ensure S18A compliance
9. Governance and Risk
  - Finance policy implementation, management and monitoring (e.g. procurement)
  - Ensure compliance with all relevant legislation and internal policies affecting finance
  - Highlight risks to the Business Manager and recommend ways to manage these appropriately
  - Provide tax consulting and practice management services at a basic level, and facilitate external advice where necessary
10. Assist with / perform various other financial functions, e.g.
  - Local and foreign payments
  - Supplier payments and reconciliations

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- Insurances (Monthly maintenance and annual coverage review)
- Fixed Asset management

### PERSONAL ATTRIBUTES

The successful candidate will need the following:

- Strong numerical / analytical ability
- Track record of excellent planning and organising skills
- Have a passion for detail and accuracy
- Be a committed Christian and be active in a local church
- Be very comfortable in a multi-cultural environment
- Able to cope under pressure
- Able to work independently

### QUALIFICATIONS AND EXPERIENCE

- At least a Bachelors degree with majors in accounting / cost accounting / financial accounting
- 5 or more years' solid experience in an accounting / finance role
- Excellent EXCEL expertise
- Experience in costing would be a distinct advantage
- Proficient in Xero accounting package or equivalent
- Experience in a multi-cultural environment will be a distinct advantage

### BEHAVIOURAL COMPETENCIES REQUIRED

- Decision making
- Planning and organizing
- Information monitoring
- Initiating action / taking ownership
- Client focus
- Thinking skills

### REMUNERATION

Subject to negotiation. Remuneration package commensurate with qualifications, experience and the College remuneration model

### APPLICATION PROCESS

GWC welcomes applications from all suitable candidates. In line with the organization's transformation objectives, applications from designated groups are especially encouraged.

Please send CV and application letter to [mdefreitas@gwc.ac.za](mailto:mdefreitas@gwc.ac.za)

*The College reserves the right not to make an appointment should a suitable candidate not be found.*