



FINANCE AND ADMINISTRATION MANAGER

Kerry Piper (PTY) Ltd, based in Gauteng, South Africa, specializes in providing consulting services and supplying functional food ingredients to the local and Sub-Saharan industrial food manufacturing sector.

Established in 2015, we are passionate about food innovation and new product development, particularly within the poultry, meat, processed meat, and quick-service restaurant industries.

We are currently seeking a highly skilled and results-oriented Financial Manager to join our dynamic team

on a full-time basis. The selected candidate will be responsible for preparing financial reports, including monthly management statements, issuing invoices, filing tax returns (including VAT reporting), processing and reconciling supplier accounts, journals, and petty cash, and assisting with the oversight of the external year-end audit.

Additionally, the Financial Manager will support the implementation of internal controls, assist with departmental budgeting, contribute to cost-cutting initiatives, and perform analytical reviews.

DUTIES

- Financial reporting
- Journals processing
- Transactions processing
- Creditors Management
- Debtors Management
- VAT transactions processing
- Wages
- SARS dealings, phone SARS, know how to deal with basics
- Inventory Management / stock control
- Manage monthly stock takes and place orders on stock running low
- Excellent knowledge of the GRN (goods received notes) process is a must
- Full function local and international creditors and payment and back order tracking
- Ensure that creditors are paid in terms of contractual obligations
- An understanding of exchange rates and their implications to payments made
- Request supplier statements from all suppliers – reconcile creditors balance to supplier statement and pastel remittances
- All errors, adjustments, credit notes, return and debits to be signed off by manager
- Recon fuel and mileage on all company vehicles

QUALIFICATION REQUIRED

- **Bachelor's degree in Finance, Accounting, or a related field (Postgraduate qualifications are an advantage).**
- Minimum of 5 years of experience in a financial management role.
- Strong understanding of South African financial regulations and tax laws.
- Proven ability to manage and lead a finance department.
- Advanced proficiency in financial software (Xero).
- Excellent analytical, problem-solving, and organizational skills.
- Exceptional communication and interpersonal skills.
- Ability to work under pressure and meet deadlines.
- Professional qualification (CA(SA), CIMA) is preferred.
- MS Office - Outlook, Excel and Word.
- Willingness to work overtime when required.
- Able to work under pressure and with high volumes.

SKILLS REQUIRED

- Excellent computer skills
- Time management
- Organisational skills
- Communication skills
- Attention to detail
- Problem solving
- Team Player

EXPERIENCE REQUIRED

- **2+ years' experience in a food manufacturing environment or similar**
- **Previous engagement and experience handling the creditors / junior bookkeeping function**

SALARY

Competitive and commensurate with experience.

HOW TO APPLY

If you are ready to take the next step in your career and make an impact submit your application now to be considered for this opportunity.

Send your CV and a cover letter outlining your experience to admin@kerrypiper.co.za by 21 March 2025.

Considering candidates who are committed to their personal development, who has a desire to add value to their working space. If you have not had any response in two weeks, please consider the vacancy application unsuccessful. Your profile will be kept on our database for any other suitable positions.



Kerry Piper

A LINK BETWEEN TRADES