
Finance manager Pretoria

Job title: Finance manager
Reports to: Head Treasury and Regulatory reporting
Budget: R650 000 – R700 000 CTC per annum

Introduction:

This is a demanding but achievable role for someone with solid banking finance experience (especially in reporting, budgeting, and stakeholder engagement in a smaller/mutual bank context). It suits a detail-oriented, disciplined professional who enjoys both operational delivery and business partnering.

It would appeal strongly to candidates who want high ownership and visibility but might deter those seeking a more strategic/purely advisory Finance Manager position with less month-end grind.

Duties and Responsibilities

30% of time will be allocated to:

- Preparation of monthly management information on divisional level. For all the product divisions other than microfinance.
- Home loans, Business loans, Specialised lending.
- Finalising trail balances per division monthly
- Putting together a reporting pack per division monthly to share with CFO, CEO and other Stakeholders.
- Understanding and tracking key drivers of the division to report these externally.
- Engagement with business to get cashflow forecasting weekly, monthly for ALCO pack and as part of the forecast and 5-year strategic plan.
- Engagement with Risk and IFRS9 expert to provide accurate info and check and challenge impairment charge principals and calculations.
- Representing finance at monthly operational meetings in these product divisions.
- Responsible for coordinating the forecasts and budget of all the above-mentioned divisions with business owners' input and guidance. Including Income statements, Balance sheets, cashflow forecasting.
- Independently checking and challenging business where need be.
- Taking responsibility for any external financial reporting relating to this divisions.
- Including annual financial statements input, Regulatory returns input
- Running and taking responsibility for co-ordinating with the business owner the internal and external audit queries and deliverables monthly.
- Be professional in all dealings and document thought process and decisions in a organised, well thought through and professional manner.

1 x team member reporting into this role who perform the following duties:

- (Which will need to be reviewed by the finance manager)
- Capturing of transactions.
- Posting of journals.
- Calculations and keeping amortization schedule up to date and specialised lending portfolio.

- Keeping track of cash inflow and capout of new loans to include in amort schedules and customers statements.
- Prepare and send out invoices and statements for the business loan customers to business, for distribution to the customers and specialised lending portfolio

30% of time will be allocated to:

- Coordinating and project managing the monthly management accounts/ financial reporting process.
- The gathering of data from divisions, ensuring Internal financial controls are adhered to and that the output is in format that stakeholders require.
- Will act as first point of independent review, check and challenge numbers.
- Coordinate the monthly reporting process, IS review meeting, Initial reporting to CFO, Tax calc independent review, meeting with CEO and reporting to Group and finally providing all info required for Regulatory reporting.
- Will be responsible for requesting analysis of material variances vs prior month, current month PY, budget, forecasts.
- Will be responsible for finalising month end and ensuring cut off and data is locked and no prior period transactions take place.
- Will be responsible to suggest and maintaining the CONS file layout, divisional role ups and new and changes to GL accounts need to be approved.
- Will be the first point of contact for all matters month end or management reporting related come external and internal audit related.
- Be the key contact for the annual internal audit on internal financial controls.

40% of time will be allocated to:

- Take ownership of yearly budget and 5-year forecast process across all the divisions.
- Project manage the coordination of divisional budgets and forecast, consolidations.
- This include the submission of numbers as well as presentation templates.
- Be responsible for planning, setting deliverables, timelines a template and communicating that to business.
- Tracking against deadlines, sending reminders and engaging with divisions to make sure they understand their deliverables and meet deadlines and quality of submission.
- Reviewing submitted numbers high level per division check and challenge.
- Be the quality controller for presentations, checking minimum disclosure requirements are met, consistency of disclosure and sense checking.
- Reporting on budgets and forecasts
- Attend divisional budget sessions and the Board budget session.
- Consolidation of information packs into one Budget and 5-year forecast disclosure pack that will be shared with the Board and Group.
- Version control for all submitted forecasts and budgets.
- Report budget and forecast to Group in line with their expectations and deadlines.
- Responsible for getting divisions to import the budgets into Pastel Evolution and checking that it has been done accurately.
- Getting sign off from All that budgets are accurately reflecting in Evolution.

Stakeholders

- Stakeholders that the candidate will work with on a day-to-day basis include:
- Product/business owners – daily

- Finance team - daily
- Treasury team - daily
- Chief Risk officer - monthly
- Chief Financial officer - monthly
- Chief Executive officer - Monthly
- External and internal auditors - 4-6 months of the year.

Skills and Abilities

- At least 3 years general banking industry experience.
- 3 years' experience in MANAGEMENT REPORTING. Essential that the candidate has coordinated financial month ends and has been involved in a budget and forecasting process.
- Attention to detail and experience in putting together reporting packs to senior stakeholders.
- Can analyse a complex matter and summarise it in an executive summary format for reporting purposes, with minimum input from superiors.
- IFRS9 impairment reporting experience an advantage (Not the calculation of impairments, but rather once calculated, how to sense check the numbers and reporting on them)
- **CA(SA) preferred but not required.**
- Accurate and strong attention to detail and analytical capability.
- Discipline in delivering accurate work, and not missing deadlines.
- Strong communication and management skills.
- Ability to work independently and as a team player with good people management skills.
- Strong time management skills and ability to comply with strict deadlines and ability to work in a busy and strenuous environment.
- Good communication, interpersonal and writing skills.
- Action orientated and solution driven
- A sound knowledge of accounting practice.
- Advanced Microsoft Excel skills.
- Pastel Evolution experience will be an advantage.

Experience in internal management reporting will be valued most. Month end finalisation, budgets and reporting. Banking experience preferred but not required.
Attention to detail.

This position is open to all individuals who meet the relevant minimum criteria

How to Apply

Interested candidates to please send a complete detailed CV to us via email by no later than 15 March 2026. Please attach to your email all certificates. Send via email to delene@prospectinc.co.za

Closing Date: 15 March 2026

Start Date: ASAP

We look forward to receiving your application.

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Reg: 2024 / 374160 / 07

Disclaimer: Due to the high volume of applications received, only shortlisted candidates will be contacted. Should a candidate not hear from us within four (4) weeks following their application, they should consider their application unsuccessful. Strictly fair and non-discriminatory selection procedures will be followed