



Green Acres Estate in Montana

Position: Estate Manager

Duration: Fixed Term Contract of 15 months, performance-based.

Salary Package: 16 148.00 per month

Requirements: Grade 12 plus National Diploma/Bachelor of Commerce / B.Acc Degree (Accounting / Financial Accounting / Taxation. 2 year experience in the field of Accounting / Financial Accounting / Taxation, Computer literacy on MS Word and Advanced Excel, Thorough knowledge of basic accounting procedures and financial statements. A valid driver's licence and preferable with own transport.

Knowledge and Skills: Sound knowledge of relevant and applicable accounting standards. Good Communication Skills (verbal and writing skills). Management skills. Maintains good stakeholder relations. Ability to analyse and compile financial reports. Good Interpersonal Relations Skills. Conflict Management Skills, Understanding of Information Communication Technology (ICT) and Audit.

Key Performance Areas: Facilitate the strategic planning and the implementation of resolutions for the Green Acres Estate. Communicate with property owners/residents in any matters as delegated by the Board of Directors. Ensure interaction between the residents and the Board of Directors. Report to the Board all matters concerning the estate including but not limited to the general status of the Estate. Mitigate reported queries/grievances as and when required. Implementation of Green Acres Estate policies, rules and regulations as well as the Service Level Agreements (SLA) approved by the Board of Directors. Management of general discipline in the Estate. Responsible for monthly billing for all services provided to the Green Acres Residents. (Submitting of bulk meter reading to the Municipality. Meter reading for Water and Electricity monthly and issuing of invoices to property owners/residents. Ensuring collection of dues (Levies, Water and Electricity) from the residents on regular basis). Liaising with government authorities (SARS, SAPS, Municipality e.t.c) with the approval and or in consultation with the Board of Directors. Overseeing and controlling housekeeping and security. Management of maintenance and renovations and other activities in the Estate.

Coordinate and ensure that all central operations such as Security, Housekeeping, and Occupational Health and Safety (OHS) equipment are maintained by respective vendors as per the SLAs. Supervise security and employees in the complex and report accordingly. Reconciliation of all accounts every month to ensure accuracy. Compile and provide monthly management accounts to the Board of Directors before the 15th of every month. Management of payroll for the permanent staff. SARS e-filing compilation and submissions of EMP201, Reconciliation (EMP 501), Income Tax returns and VAT returns. Maintain an orderly accounting filing system. Manage Petty Cash and Processing of payments. Producing various financial reports. Compile Annual Financial Statements and submit to the Board of Directors. Compilation and management of an Asset Register of the Estate.

Green Acres Estate is committed to the advancement of designated groups, including women and the disabled. Interested and qualifying individuals may forward their detailed curriculum vitae and certified copies of qualifications to recruitment@greenacresestate.co.za or to deliver the application documents at No 826 Klippan Road in Montana on or before the 11th of January 2020. For further information kindly contact Ms JB Selapane at 079 733 3538. Green Acres reserves the right not to fill the advertised position.