

# FINANCIAL MANAGER – PROPERTY

**Location: Mauritius / South Africa**

## Role Purpose

The Property Financial Manager(PFM) will support the Head – Operations Manager and other senior management members by overseeing, coordinating and managing the property financial management functions which include completing monthly financial operations, accounting tasks, compiling and providing monthly consolidated reports for assigned portfolios, oversee the properties' NOI budget preparation and its comparisons and assisting with audits and general queries.

## Role Requirements

### Financial Recording and Reporting of the Property

- Understand IFRS & EPRA reporting requirements and principles.
- Understand multi-currency processing and reporting.
- Coordinate the monthly financial closure of properties in the system, ensuring properties' NOI are accurate and complete timeously.
- Oversee & manage the Head-Office-managed-properties' month end.
- Monthly NOI reconciliations with the Finance teams.
- Coordinate and manage monthly property and consolidated financial reports for the assigned portfolios:
  - That it is compiled, presented, and submitted,
  - That it is accurately and timely,
  - And it includes actuals, budgets, forecasts, cost to income & other ratios, comments and other information as might be required.
- Coordinate and manage property Balance Sheet schedules.
- Accountable for the property chart of accounts, in cooperation with the Finance team.
- Work closely with regional property managers and financial teams to ensure consistency and promote effectiveness in operations reporting, and to provide support and training as required.
- Ensure delinquency reports are correct and contact senior management about serious delinquencies.
- Understand lease terminology and work closely with Lease Administrators ensuring required provisions are maintained.
- Tenancy schedule reconciliation against financial ledger.
- Review computation of property metrics and reports, ensuring correctness.
- Analyse data from several sources and provide accurate and complete answers for owners.
- Monitor cash reports and tracking tenant collections received, and critical payments are made timely.
- Participate in budget preparation by providing information and analysis to property managers and review budgets for accuracy and uploading into accounting software.
- Coordinate and compile additional results presentation schedules, as required.
- Support, coordinate and assist with audit.

## Team Management

- Oversee and manage the property financial team in the GRIT Real Estate team, with good interactive skills, communication, and support.
- Report to the Head Operations Manager

## The Role:

- Accurate monthly property financial reports, assist lease- and property administrators as well as regional property managers with accounting matters.
- Accurate monthly consolidated property financial reports, including IFRS, EPRA and other requirements.
- Cooperation with the Finance teams,
- Collaborating with all the property team members to consolidate data and provide the most optimal reporting to the Management as per set timetable.

## Competencies and Technical Expertise

### Competency / Performance

- Professional fluent in English,
- Good verbal and written communication
- Numerate & analytical
- Deadline focused
- Planning and Organising
- Interpersonal and managing skills
- Attention to detail
- Confidentiality

### Technical / Professional Expertise

- Property management knowledge and skills.
- Financial processing and reporting skills,
- Understanding IFRS, EPRA requirements and applications.
- Multi-currency processing & reporting
- Understanding of property budgetary principles.
- Managerial skills.
- Competent IT skills and Computer literacy including:
  - Advanced EXCEL skills, data sourcing, power queries, consolidation, financial formulas & graphs.
  - POWER BI (beneficial)
  - Experience with standard / international accounting software packages

## Qualifications & Experience

- Financial accounting degree must be completed
- 3 years' managerial experience, preference in property finance function
- 5 – 10 years' property accounting and financial management experience
- Required to manage internal property financial team and to support & guide regional property financial teams
- To provide evidence of managing a diverse team