

THE BELLBUOY GROUP
FINANCIAL ADMINISTRATOR
Job Description / Responsibilities

Overall description: Administer all financial aspects of the various schemes within their portfolios. This includes, but is not limited to, the responsibilities listed below, which will be subject to change depending on work requirements. Management may from time to time request staff to assist in other areas within the company when necessary.

Financial Administrator must refer to the Bellbuoy intranet in respect of ongoing processes / responsibilities / templates / information – the Intranet is updated continuously as changes / additions become relevant. The ms ensure that only current processes / responsibilities / templates / information are referenced / used.

Financial Administrator must be accurate, detail-oriented, organized, logical thinking, and methodical and take responsibility for the correct processing of financial data and escalating concerns relative the financial management of any Bellbuoy client. Financial Administrator must be up to date on pending and current legislation governing acceptable bookkeeping practices and relevant and pending legislation governing the community scheme housing industry and comply with specific requirements of community schemes. Strict compliance with company policies and procedures is vital.

The employee will be responsible for the following tasks:

1. Daily processing
 - a) Updating of the bank statements in evolution
 - b) Mapping of transactions where possible
 - c) Allocate payments against expense where required
 - d) Reconciliation of bank statements
 - e) Checking of new budgets must be attended to
 - f) Figures for transfers must be calculated and forwarded to transfer division
 - g) Transfers must be processed and passed on
 - h) Ensure same day response to all client communications. Compliance with the relative Code of Conduct is essential
 - i) Owners details to be updated
 - j) Attend to payments and 3PIM transfers
2. General processing
 - a) On receipt of variable readings these must be processed and statements sent out immediately
 - b) Processing of any other duties such as account reconciliations, Bellbuoy invoicing etc
 - c) Ensure that the following months levies and charges are raised timeously, prior to debit order processing
 - d) New budgets and levies to be raised for any new financial year
 - e) Special levies to be raised as required
 - f) Process collections timeously in terms of company procedure
3. Debt, Legal Collection and/or Insurance Guarantees
 - a) The procedure will be automated as per the specification to be found on the intranet
 - b) Ensure compliance with procedure as detailed on the intranet
 - c) Legal collection matters must be processed immediately as per the legal collection procedure on authorisation from the governing body
 - d) Where insurance guarantee policies are in place, normal debt collection must take place until these accounts must be handed over – refer manual loaded on the intranet and also the insurance guarantee claims procedure on the intranet
4. Month end management accounts
 - a) All management accounts must be completed timeously, but by no later than the 10th working day of each month
 - b) Management pack to be checked by the General Manager, Operations & Finance or Senior Financial Administrator
 - c) Pack to be given to the portfolio manager to check, noting any amendments

- d) Financial Administrator to make the necessary changes immediately and merge all PDF documents into one
 - e) Document to be emailed to the portfolio manager or a copy printed for forwarding on to the trustees
5. Budgets
- a) Budgets will need to be done at least 2 months prior to year end
 - b) Ensure that all information pertaining to the schemes, have been entered
 - c) Obtain scheme budget information sheet from the Portfolio Manager
 - d) Process the budgets as per the budget manual
 - e) Once finalised save the excel worksheet into the relevant folder
6. Audit Year-Ends
- a) Source the documentation required by the auditor eg copy of the insurance policy, levy schedule, information required from the portfolio manager eg date required back from the auditor, date of the AGM, if the rules have been amended and proof thereof etc
 - b) Check minutes to ensure the auditor is correct
 - c) Complete printed audit file check list.
 - d) Ensure timeous collection, receipt and circulation of draft and final audited financials.
 - e) Final adjustments must be completed and year end finalised timeously.
 - f) Careful note must be made of date that the draft is due back – diarise.
 - g) Follow-up before due date.
 - h) Although the administration division assists with the collation of the audit files, it is the responsibility of each financial administrator to ensure that all audits are handled timeously.
7. SARS
- a) Obtain a copy of the signed audited financials within requisite time period
 - b) Ensure that your details are entered on the SARS assessment
 - c) Enter all the details from the financials onto the SARS assessment as per the manual
 - d) Check on the 'other income' and interest received by the scheme and calculate tax in terms of SARS requirements and advise scheme accordingly
8. Other
- a) Timeous attendance of all correspondence and escalations
 - b) Careful and accurate processing, including all income to Bellbuoy
 - c) Proper handover and processing of internal scheme changes
 - d) Relief for other financial administrators, including rental financial administrators if required
 - e) Escalate issues / concerns timeously
 - f) Dealing with all matters relative to their portfolios
 - g) Daily down loading of bulk bank statements
 - h) Updating control sheets and monitoring work requirements

<p>FINANCIAL ADMINISTRATOR & CSOS LIAISON Additional Job Description / Responsibilities</p>

The following additional responsibilities (which may be adjusted from time to time) are relevant to a portfolio which will be reduced / controlled dependent on time allocation necessary for new duties & responsibilities:

1. CSOS liaison financial matters including but not limited to:
 - a. Attending CSOS set downs and conciliations for financial matters
 - b. Timeous follow up on outstanding CSOS cases
 - c. Assist portfolio manager where CSOS matters include a financial aspect
 - d. Monitoring and ensuring CIPC returns completed and submitted timeously.
 - e. Compliance with CIPC regulations in terms of non profit companies must be fulfilled.

FINANCIAL ADMINISTRATOR & PUBLIC OFFICER
Additional Job Description / Responsibilities

The following additional responsibilities (which may be adjusted from time to time) are relevant to a portfolio which will be reduced / controlled dependent on time allocation necessary for new duties & responsibilities:

1. Public Officer responsibilities, including but not limited to:
 - a. registration of schemes with SARS,
 - b. monitoring of SARS documentation and scheme vat returns.
 - c. ensuring timely receipt of signed audited financials from portfolio managers
 - d. ensure schemes audited financial figures are submitted to SARS timeously
 - e. where company vat is audited by SARS attend to audit and any changes required.

SENIOR FINANCIAL ADMINISTRATOR
Additional Job Description / Responsibilities

In addition to the responsibilities listed in the job description for financial administrators, a senior financial administrator will have the following additional responsibilities, which may be adjusted from time to time, and are relevant to a portfolio which will be controlled dependent on time allocation necessary for duties & responsibilities:

1. Integral part of the management team assisting managers and reporting to the relevant director of said division.
2. General assistance and training of financial administrators, including but not limited to providing additional support when staff are on leave, monitoring and auditing of portfolios in terms of approved procedures and required standards to facilitate and prioritise in-house training and annual assessments.
3. Monitoring and checking of financial administrator correspondence based on financial administrator category and relevant procedures.
4. Participation where requested by managers and/or directors in preparation of research / special projects / training / templates relevant to the division or company in general.
5. Ensure the company brand and name are well established and embody the caption 'leaders in property management'.

This position requires the employee to work additional hours where necessary to meet deadlines / managerial requirements.

SIGNED at PORT ELIZABETH on this _____ day of _____ in the year _____

EMPLOYEE: _____

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Updated by J Walas 25/07/2019

Updated by C Webber 20 March 2021 – remove acronyms and other amendments