

DATE ADVERTISED: 20 NOVEMBER 2024



VACANCY

ASSISTANT MANAGER LEASEHOLD PROPERTIES AND FACILITIES MANAGEMENT – EAST LONDON GRADE 15: R740 800-R1 072 600 (TOTAL COST TO COMPANY) PERMANENT CONTRACT

The incumbent will be responsible for overseeing the financial and administrative aspects of the leasehold properties function. The incumbent is also entrusted with managing various leasehold tasks, including general accounting, reporting, systems management, and administrative functions related to our leasehold. The role is also responsible for coordinating the ECDC's leasehold portfolio in line with the organisation's financial sustainability and strategic mandate. The role also entails compliance and governance of the leasehold portfolio. The incumbent will also be expected to ensure efficient management of operations and processes within the leasehold properties function. Key responsibilities include financial accounting of rental revenue by ensuring accurate billing of rental revenue, receipting of rental payments and prepare monthly reconciliations to ensure valid financial reports which do not result in audit queries, determining monthly rental impairment calculations to establish accurate monthly impairment provisions, in line with policy and legislation e.g., induplum interest etc, determining the monthly debt collection commissions payable and provide schedules to the debt collectors, collating annual information for AFS such as rent smoothing data to ensure that revenue is aligned to IFRS reporting standards and attend to all RFIs in respect of rental revenue / leasehold queries as well as providing financial oversight to leasehold properties by ensuring optimisation of revenue streams and minimisation of financial risks. The role is also responsible for assisting with drafting and reviewing key account leases for correctness and alignment with the organisational policies, and the agreed terms and conditions to ensure smooth processing into the property management system, assisting and providing support to the Senior Leasehold Manager with regards administration and financial queries relating to leases, managing the Rental Management system and participating in team development by training staff members on how to effectively use Rental Management system and assist with system queries

MINIMUM REQUIREMENTS

- National Diploma (NQF level 6) in Accounting, Financial Management, or Real Estate management.
- Five (5) years working experience in financial analysis and reporting or related area of which 3 years must be at supervisory level within the Property Management Environment.

This is a permanent position, and the successful candidate will be subjected to signing of a performance contract and verification of qualification. If you have not been contacted within eight (8) weeks after the closing date of the advertisement, please regard your application as unsuccessful.

In making these appointments, ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies and plans.

Please send your detailed CV and certified copies of qualifications

to The Human Resources Department

Tel: (043) 704 5783

Email: humanresources@ecdc.co.za

Closing date: 29 November 2024

External Vacancy