



## FINANCIAL MANAGER ADVERT

**LOCATION: Bedford, Eastern Cape**  
**REPORTS TO: Trust Executive Officer**

### BACKGROUND:

The Cookhouse Wind Farm Community Trust (CWFACT) is a community owned enterprise with business interests in wind energy. The Trust is intended to benefit the following towns Cookhouse, Bedford, Adelaide, and Somerset East.

CWFACT was established to comply with the licencing conditions for the Renewables Cookhouse Wind Farm Company. This is a project that exists under the Renewable Energy Independent Power Producer Procurement Program (REIPPPP), which has compliance requirements where each project should have community ownership.

### DESCRIPTION:

CWFACT is looking for a detail-driven, analytical, and experienced Financial Manager to oversee the financial integrity of the Trust. This role is key in maintaining accurate accounting records, preparing monthly management reports, and driving financial process improvements. It requires a strong understanding of the finance function to ensure timely and accurate reporting that supports strategic decision-making of executive and Board of Trustees. The job provides a great opportunity and perspective of understanding the Trust and its work.

### KEY RESULT AREAS:

#### Accounting

- Ensure financial transactions (cashbook, supplier invoices & journals) are processed on Sage
- Review of all financial transactions processed by the Finance Assistant
- Review reconciliations of cashbook accounts and statement of financial position accounts
- Monitor and manage the approved administration and projects budget
- Ensure that all Trust assets are adequately insured
- Ensure that all financial transactions are properly recorded, reported and filed.

#### Payroll

- Process monthly payroll journals
- Reconcile monthly payroll journals to payroll records provided by payroll service provider
- Prepare and submit the annual Return of Earnings.

#### Taxation

- Prepare all Income tax returns for submission of all the documentation required by SARS during verification and audit.
- Ensure the Trust is tax compliant at all times.

#### Statutory submissions

- Prepare and submit annually the Narrative Report to the Department of Social Development.

#### Reporting

- Prepare Monthly Management accounts
- Prepare Annual Financial Statements
- Prepare audit file and attend to all audit matters
- Prepare financial reports for the executive and Board of Trustees
- Present financial reports at Audit and Risk Committee and Board of Trustee meetings

#### Documentation storage and repository

- Ensure proper documentation and storage of Trust financial documents in hard copies and in share point.
- Take measures to make sure Trust financial data is protected.

### CANDIDATE PROFILE

- At least 5 years working experience in a finance function
- At least 2 years' post SAICA/SAIPA, ACCA articles experience.
- Accounting post-graduate degree.
- CA(SA), SAIPA, ACCA, CIMA.
- SAICA/SAIPA articles completed.
- Must have working experience in accounting software preferably Sage Accounting, Sage Payroll, or Draftworx.
- Excellent written, verbal, interpersonal and organizational skills.
- Strong technical accounting (IFRS) and Microsoft excel skills.
- Assertive and Dependable.
- High level of honesty, integrity and trust.
- Analytical, critical thinking and problem-solving skills.
- Attention to detail and accuracy.
- Ability to interact at all levels
- Initiative to work independently
- Ability to work under pressure and tight deadlines
- Ability to prioritize – identify what is urgent and important
- Renewable energy knowledge will be an added advantage.

**REMUNERATION: R700,000.00 CTC per annum,  
(incl. basic salary & any agreed upon benefits)**

To apply send your CV (full personal, working, education details) with three (3) referees having reported to two (2) of them, and one of them must be your current boss or someone you currently work with (give reasons why your current manager is not your referee). All candidates to send their CVs, certified ID copy with their criminal and qualifications clearance report or an application for one. All CVs without the criminal and qualifications report or an application for one will be disqualified.

**Applications to be emailed to: [admin@cwfact.co.za](mailto:admin@cwfact.co.za)**  
**Subject: Financial Manager Recruitment**  
**Closing Date: 20 March 2026**

*Short-listed candidates will be invited for an interview. If applicant has not been contacted within 14 days after the closing date, consider your application unsuccessful.  
The CWFACT reserves the right to appoint or not to appoint.*