

External Job Advert

JOB DETAILS:	
Job Title:	AREA CONTROLLER
Reports to:	VP FINANCE AFRICA
Department:	FINANCE
Location	CAPE TOWN – SOUTH AFRICA
Direct/Indirect:	Indirect
Exempt/Non-Exempt	Exempt
Closing Date	Friday 20 January 2017

JOB PURPOSE:
<p>Organize and supervise the Finance functions in his Area (accounting, tax, treasury) in close coordination with Operations and Corporate Managers for Africa to make sure NOV entities are properly financially managed and are compliant with local requirements.</p> <p>Support the development of NOV business in Country by providing his local expertise, and coordinate with other corporate functions that would not be represented in country (corporate governance, legal, Tax) to mitigate the risks for NOV.</p>

KEY ACCOUNTABILITIES:	
Description	Performance Indicators
<ul style="list-style-type: none"> ▪ ACCOUNTING INFORMATION OF NOV ENTITIES 	<ul style="list-style-type: none"> ▪ Organize and supervise the accounting processes to make sure they are optimized, and provide <u>accurate and on time</u> information. <ul style="list-style-type: none"> ➢ AR (including follow up on collection) ➢ AP ➢ Cash ➢ Costing & inventory ➢ General accounting ▪ Organize and supervise preparation of monthly, quarterly, yearly financials that meet the NOV reporting requirements in terms of quality of accounting, deadline and documentation of controls. ▪ Organize and supervise preparation of statutory financials that meet the statutory requirements in terms of local accounting principle and deadlines. ▪ Manage the relationship with internal auditors and statutory auditors. ▪ Identify the key internal controls through analysis of business processes that may impact the Financials, and make sure such controls are effective and documented ▪ Designs, prepares and updates key indicators, and reports on effectiveness of processes ▪ Provide Operations with all financial information and analysis to support management decisions. ▪ Partner with Operations to highlights and analyze the key financial

	indicators
<ul style="list-style-type: none"> ▪ TREASURY 	<p>In close coordination with Treasury manager for Africa, the Area Controller will actively participate to :</p> <ul style="list-style-type: none"> ▪ Make sure the financial needs of NOV entities are identified and properly anticipated to support the working capital and investment funding. ▪ Implementation and execution of Corporate treasury policies and projects ▪ Maintain good knowledge of local banking regulations/ payment mechanisms in his Area ▪ Organize, develop and maintain relationship with banks in the Country ▪ Coordinate with all operating divisions, local ledger Controllers, Tax Manager and Legal team to take into account Treasury related matters in the customer contract negotiations and in the day-to-day business ▪ Analyze FX exposures and ways of mitigating the risks ▪ Propose for approval, and implement cash management products / processes to optimize efficiencies ▪ Assist in Concur/credit card implementation and usage in his Area ▪ Overseas in daily management of cash and debt, and assist in routine and daily banking matters as required. ▪ Manage cash flow forecast (collate the bi weekly cash forecast report and verify accuracy) in order to anticipate cash situations and manage such situations. ▪ Provide Operations with all financial information and analysis to support management decisions.
<ul style="list-style-type: none"> ▪ TAX 	<p>In close coordination with Tax manager for Africa, the Area Controller will:</p> <ul style="list-style-type: none"> ▪ Organize and supervise the Tax processes to make sure they are optimized, and provide <u>accurate and on time</u> information. ▪ Organize and supervise preparation of monthly, quarterly, yearly tax information included in the Financials that meet the NOV reporting requirements in terms of quality of accounting, deadline and documentation. ▪ Organize and supervise preparation of Tax Returns that meet the local Tax requirements and deadlines. ▪ Make sure all direct and indirect Taxes payments are done on time according to local rules. ▪ Manage the relationship with Tax auditors ▪ Identify the key internal controls through analysis of business processes that may impact the Tax exposures, and make sure such controls are effective and documented ▪ Designs, prepares and updates key indicators, and reports on effectiveness of processes ▪ Provide Operations with all financial information and analysis to support management decisions.
<ul style="list-style-type: none"> ▪ COMPLIANCE OF NOV ENTITIES TO LOCAL REQUIREMENTS 	<p>In close coordination with Operations, and other Corporate functions, the Area Controller will:</p> <ul style="list-style-type: none"> ▪ Make sure the entities meet the Corporate Governance requirements (Board of Directors, AGM) and be the point of contact for Legal, ▪ Make sure the entities pay the payroll taxes due in country ▪ Make sure all the services agreement are in place and approved to meet the local requirements ▪ In general, identify all risk related to our business in country and propose mitigation plan
<ul style="list-style-type: none"> ▪ TEAM MANAGEMENT 	<ul style="list-style-type: none"> ▪ Assigns individual and collective targets to a team of direct (or indirect) reports in order to have proper results on Accounting, Tax,

	<p>Treasury functions.</p> <ul style="list-style-type: none"> ▪ Supervises closely the team and measures regularly achievements to the assigned targets ▪ Identifies the needs for his team and justifies to management: hiring needs, training needs, salary proposals ▪ Makes the evaluation meeting with the team members. ▪ Ease the communication within Finance team, and with Operations
▪ QUALITY ASSURANCE	<ul style="list-style-type: none"> ▪ Carrying out all duties in accordance with the quality assurance procedures / departmental works instructions.
▪ SAFETY, SANITATION, SECURITY, HOUSEKEEPING	<ul style="list-style-type: none"> ▪ Maintain a clean, neat and orderly work area. ▪ Assist in maintaining the security of the company. ▪ Conduct operations in a manner that promotes safety. ▪ Comply with OHS standards. ▪ Obey all speed limits. ▪ Wear all safety equipment (PPE). ▪ Report all deviations and defects to supervisor. ▪ Dispose all waste correctly and on a continuous basis. ▪ Adhere to all safety instructions regarding clear walkways and obstructions.

QUALIFICATIONS, EXPERIENCE, & SKILLS:

QUALIFICATIONS & EXPERIENCE

Master degree in Business Science or Accounting or Economics, or Chartered Accountant (at least the 3 years articles completed)

Strong experience in local GAAP accounting across Africa, tax returns review through experience in Audit in Country and/or experience in similar position for minimum 8 years

SKILLS AND COMPETENCIES:

- High level understanding of accounting theory
- Strong Leadership
- Capability to analyse, present, propose solutions on complex situations
- Ability to meet assigned deadlines
- Good communication and interpersonal skills
- Ability to act and operate independently with minimal daily direction from manager to accomplish objectives
- Proficiency with email and Microsoft applications
- Ability to work cooperatively and collaboratively with all levels of employees and management.
- Fluent in English, French would be a plus.

Please submit your CV and a covering letter prior to the closing date to:
Human Resources Department, National Oilwell Varco, Cape Town
E-mail: Andrew.Mcdonald@nov.com

Please note

1. Internal applicants must advise their current Supervisor/Manager of their application and update them regarding any progress of their application.
2. The successful candidate may not apply for another position within the Company for a period of 1 year from date of appointment.
3. The NOV South Africa Employment Equity Plan EE13 will provide guidance on terms of an appointment for this position.