

**Position:** Senior Manager: Finance  
Insurance & Property  
**Business Unit:** Finance  
**Location:** Head Office Menlyn



## Overview: Job purpose and deliverables

**Purpose of the role:** The purpose of the role is to execute, manage and collate the financial management functions and corporate governance for allocated dealerships and conduct professional value building of after-market products and service contracts, plan, organise and direct the Property Management activities for NMI Group to ensure the optimal running of the Owned and Leased properties. The incumbent will be responsible for the development and project management of the various Property building & construction and major projects upgrades.

### Key deliverables and outputs:

#### Operations

- Provide F&I development and support to all assigned dealerships
- Effectively process finance applications and maximize profitability for the dealer in placing the business at the most favourable return
- Look for business opportunities from all divisions of the dealership to maximize selling and profit opportunities
- Ensure FAIS Code of Conduct and FICA policy are always applied
- Offer vehicle financing and insurance to customers and provided them with a thorough explanation of aftermarket products and extended warranties and a complete explanation of manufacturer and dealership service procedures and policies
- Reviewing customers' credit application and assist with structuring the loan or lease based on the underwriting guidelines of banks, finance companies and/or lease companies
- Negotiate deals for prime and non-prime banks while practising strict legal compliance
- Oversee monthly and quarterly reporting and statistical information
- Effectively manage and enhance key risk financing processes: insurance data collection, premium allocation, risk engineering programme, claims management systems

#### Lead the team to develop and maintain positive working relationships and reach objectives

- Provide support/guidance to team and deal with general problems on an ongoing basis
- Discipline staff where required and in line with NMI policies and procedures
- Provide staff with clear performance standards, job profiles and development plans
- Conduct employee performance reviews
- Ensure all staff are trained and updated on all systems/processes/products and have the necessary skills to perform optimally
- Identify the required number of staff to be developed and consider Employment Equity policies in this process

#### Properties

##### Effective property, lease management and Reporting

- Develop and implement a property management program and processes including property meetings, reporting and case analysis.
- Conduct Property management meetings with Business units on various projects and related issues
- Manage Key Performance Indicators with Service Providers in accordance with SLA to ensure delivery schedules
- Manage and facilitate the process with new leases and liaise with legal, business units and the Landlord
- Notify the business units of lease expiry date and liaise with legal for the renewal or exit process
- Oversee the property document management i.e. on MRI, SharePoint & Credit 360

##### Effective Project Management

- Complete due diligence on property acquisition or disposal documentation
- Prepare business case and project management plan for major projects including capex approval
- Prepare project brief and plan in line with OEM and requirements
- Manage the building & construction projects with appointed service providers

##### Effective Maintenance Management, Governance and Compliance

- Assist the operations with scheduling maintenance inspections and liaise with service providers
- Conduct property maintenance inspections
- Conduct or assist with vacating inspections on expiry of leases

##### Budgeting and cost management

- Prepare the Property department budget as well as Capex planning
- Assists with budget projections and forecasts
- Assist with variance reports on budgets

# Overview: Essential individual competencies to be successful in the job

## Academic qualifications:

- o BCom or relevant qualification

## Work experience:

- o 8 - 10 years in property / estate management/Energy Management & Financial Management position
- o Proven track record of managing commercial environment.
- o Proven track record of setting up and implementing systems pertaining to a new building.
- o Senior management & Executive Management level influence

## Knowledge and Skills:

- o Advanced OHS&A knowledge
- o Awareness of housekeeping principles and maintenance management
- o Strong business acumen and knowledge of cost, budgeting, and financial control
- o Advanced technical knowledge / building / facility management/ maintenance/ energy & water management
- o Working knowledge of statutory requirements, Company policies and procedures
- o Business Continuity Plans
- o Disaster Recovery Plans
- o Specialist knowledge of aggregate excess policy and maintenance of accurate loss ratios.
- o Extensive understanding of credit and financing issues
- o Comprehensive knowledge of credit and loan evaluation procedures
- o Relevant legislation
- o Sound understanding of generally accepted accounting principles
- o Highly developed persuasive and influencing communication skills
- o Ability to motivate staff and increase productivity
- o Solid problem solving and communications skills
- o Critical thinking skills to analyse and diagnose requirements and solve relatively complex problems
- o Computer, technology and systems

## Behavioural Attributes:

- o Well-developed communication skills to influence and persuade
- o Strong Ability to interpret written information
- o Strong numerical and analytical skills in order to manage budgetary requirement
- o Analytical and practical thinking to solve technical problems
- o Concern for working within parameters
- o Focus on convincing and persuading
- o Commitment to behaving ethically and correctly
- o Remain resilient with stress and pressures
- o Focus on analysing and solving problems
- o Concern about aligning with best practise

### Level of Decision-Making

Decision making takes operational trends and business plan into account and generates multiple possibilities that involve trade-offs and juggling of multiple variables (budget, people, technology).

### Level of Problem Solving

Problem solving requires specialist and/or highly technical ideas/concepts.

**APPLICATIONS MUST BE FORWARDED TO: ON, OR BEFORE: 7<sup>TH</sup> APRIL 2025**

Email: [Recruitment@nmi.co.za](mailto:Recruitment@nmi.co.za)

Any internal employee who considers this opportunity must inform his/her manager prior to applying/attending an interview.

Should you not receive a response in 10 days, please consider your application as unsuccessful as Selection will be done in terms of the company's Employment Equity Policy