

CURRICULUM VITAE

ERICA MARYNA HEUNIS

NAME OF STAFF: Erica Maryna Heunis
PROFESSION: Accountant
DATE OF BIRTH: 29 October 1981
NATIONALITY: South African

QUALIFICATIONS

Current CIMA Advance Diploma in Management Accounting, IBTC Cape Town – Cape Town, WC South Africa
2011 CIMA Diploma in Management Accounting, IBTC Cape Town – Cape Town, WC South Africa
2011 Certificate of Competence in Assessor Skills, People Development Africa – Cape Town, WC South Africa
2010 Registered Constituent Moderator Services SETA
2010 Registered Constituent Assessor Services SETA Constituent Registration number:8110290004083
2009 CIMA Certificate in Business Accounting, BPP – London, England
2006 Retail Admin and Finance Management Trainee Programme Woolworths (Pty) Ltd – Cape Town, WC South Africa
2004 Bachelor of Commerce – Majoring in Economics, Investment and Industrial Science, Stellenbosch University, WC South Africa

EXPERIENCE

10/2013 to Current Management Accountant. EMH Accounting Solutions (Pty) Ltd - Stellenbosch, WC South Africa

- Client relations and business marketing
- Staff management and retention
- Monthly accounts processing
- Debtors / Creditors management
- Annual and monthly financial reporting
- SARS Tax preparations and submissions
- Strategic business planning for SMME's
- Secretarial services through the CIPC online transaction portal
- Financial management and control advisory for entrepreneurs and small business owners
- Human resources and payroll administration

11/2016 to Current Managing Director. Unravel Africa (Pty) Ltd - Stellenbosch, WC South Africa

- Guest relations and customer service
 - Administrative duties: making bookings, managing of finances, ordering of supplies
 - Set up and managing of online reservation platforms for accommodation availability
 - Maintenance and upkeep of interior and exterior of guest rooms
 - Managing staffing schedules
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- Providing of information to guests on tourist attractions in the vicinity as well as on personal safety precautions and ad hoc travel arrangements

02/2017 to Current 3rd Year Event Coordination Course LP12 Manage Event Finance Facilitator. The Aleit Academy – Lourensford, Somerset West, WC South Africa

- Course preparation and material verification
- Prepare lesson plans, tools and applications to support the learners
- Have a key understanding of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Effectively prepare for the face to face facilitation session, to ensure clear understanding of the overall programme learning outcomes.
- Facilitate the Face to face session ensuring the participants engage in all activities.
- Provide feedback based on participant’s activity, ability to learn and understand the theory and ability to apply the learning in a workplace environment.
- Develop and maintain productive working relationships with peers and seniors.
- Build relevant and appropriate relationships with the learners as well as managers.
- Use available business relevant information to drive the learning within the classroom.

10/2011 to 09/2013 Management Accountant. Farmsecure Fruit (Pty) Ltd - Durbanville, WC South Africa

- Monthly Inter-company group balance and transaction reconciliation and consolidation
- Monthly creditors & debtors reconciliations
- Cash book processing
- Preparation and presentation of various management accounts
- Coordination and completion of supplier credit applications
- Loan facilities reconciliations
- Ad Hoc projects as requested by the Group Financial Manager

01/2011 to 09/2011 Financial Administrator. Protea Valley Family Church - Durbanville, WC South Africa

- General financial management
- Establishing a financial record system for the church
- Cash books processing, reconciliations & payments as well as overseeing the receipt, deposit and disbursement of church funds
- Maintaining financial records on Pastel
- Preparation of monthly financial reports
- Cash flow monitoring and control
- Preparation of annual budgets

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- Overseeing the administering of the payroll for church employees
- Ensuring the successful weekday operation of the church office
- Personal assistant to the minister

08/2009 to 02/2010 Entrepreneurial Business Course Facilitator. The Entrepreneurial Business School (Pty) Ltd - Durbanville, WC South Africa

- Facilitation of the NQF Level 4 Entrepreneurial Business Course and Business Skills Program.
- Review and assessment of learner's competency levels and ability to understand and interpret the course material and assessment criteria.
- Review and moderate assessment workbook and tests to ensure that competency levels and standards are satisfactory.
- Deliver support and guidance to learners in the start-up and/or sustainability of small/medium enterprises within their environment and give any assistance in business related issues

06/2008 to 05/2009 Group Management Accountant. Hyder Consulting PLC Central Finance - London, England

- Compiling monthly executive board review
- Compiling monthly management business report
- Working closely with Hyder Consulting Regional Offices in Hong Kong, Dubai and Australia to complete reporting of monthly financial information
- Month-End procedure - ensured adequate and complete invoice processing and journal entries
- Income Statement and Balance Sheet processing and reporting for various entities

04/2007 to 05/2008 Assistant Pricing and Billing Analyst. TIME Magazine – Europe Business Office - London, England

- Compiling multiple currency (Euro, Pound, Dollars, Rand) pricing proposals as per Sales team requests
- Pricing special ad units in conjunction with printing plant coordinators
- Assisting sales team in all pricing queries
- Ad positioning management - positioning ads according to premium and positioning availability
- Working closely with international Time Magazine Business Offices in Hong Kong and New York on international pricing requests and positioning
- Month-End procedure - ensured adequate and complete journal entries was prepared and booked in the PeopleSoft financial system
- Ensured that weekly/monthly reporting was done and distributed to the sales team
- Sales representative commission payments
- Handling and coding of invoices received at the billing and pricing department
- Booking and invoicing advertisement agencies

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12/2004 to 01/2007 Retail Store Admin and Finance Manager. Woolworths (Pty) Ltd - Johannesburg and Cape Town Branches, South Africa

- Completing the cash management process on a weekly basis
 - Controlled float holding in the store
 - Analysing profitability indicator to determine trends and trading patterns
 - Payment and receipt processing
 - Requesting journals to be passed monthly
 - Requesting system and manual accruals monthly to ensure expense allocation is controlled
 - Compilation of monthly management reports
 - Controlling risk management process and compliance within all the departments in store environment
 - Expense and accounts control by implementing the budget process
 - Order and supplier control for maintenance purposes
 - Data retention for non-commercial and commercial documentation
 - Point of sale management on the sales floor and the information systems
 - Completed forecasts on a quarterly and half year basis based on latest estimates
 - Completed budgeting process for following financial year
 - Ensured that budgets were implemented and followed accordingly
 - Financial decision making in terms of store's profitability and sustainability
 - Reported directly to the store manager human resources
 - Staff performance managed in terms of integrated performance management processed
 - Facilitating workshops for development and training to staff members
 - Payroll and salary control to ensure accurate salary payments and allocated working hours
 - Managed the staffing processed to ensure that there were adequate staff cover on the sales floor and in the offices
- commercial responsibilities
- Ensure that excellent customer Services is delivered by all staff and management members
 - Controlling the operational systems of the store during trading hour
 - Taking part in general management decision making processes

01/2002 to 09/2004 Senior Administrator. University of Stellenbosch – Stellenbosch, WC South Africa

- Manage projects or contribute to committee or team work
- Use computers for various applications, such as database management or word processing
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Complete forms in accordance with company procedures.
- Maintain scheduling and event calendars
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations
- Coordinate conferences, meetings, or special events, such as luncheons or graduation ceremonies

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- Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions
 - Prepare conference or event materials, such as flyers or invitations
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