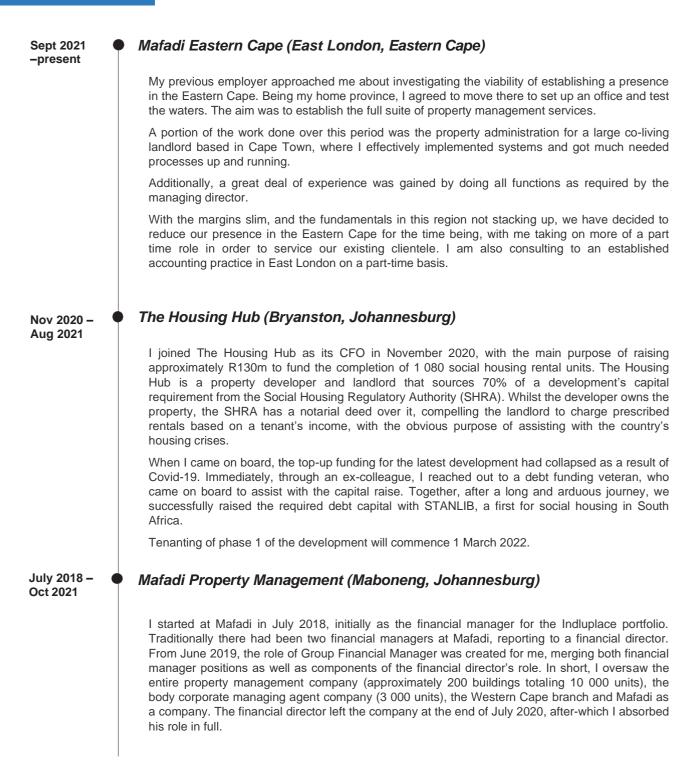
JOHN ROLFE WHITAKER

CA(SA) Post Graduate Diploma in Accounting BCOMM (Accounting) BCOMM (Economic Sciences) CFA (LEVEL 1)



WORK EXPERIENCE



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I had 14 people reporting directly to me, and I worked closely with 8 portfolio managers. Mafadi is a growing company operating in the low-income residential category, with some JSE-listed clients, as well as smaller landlords. I reported to property owners, as well as ensured that they received management accounts, monthly. I was responsible for about 430 trust accounts and I ensured that these reconciled bi-monthly.

As a property manager, Mafadi is responsible for the capturing of all expenses in MDA (property management/accounting software), and the payment of these. We also receipt all tenant payments on a daily basis. I regularly had to handle VAT issues and filed VAT returns monthly. We handled payroll of about 340 employees (80 Mafadi staff and the rest building staff), as well as payment of UIF and PAYE across to SARS. I dealt with accounting matters such as bad debt provisions, council accruals and capitalisation of expenses for a large volume of properties. We also billed 10 000 tenants monthly and handled tenant-related matters daily.

During my time at Mafadi I exceeded expectations, being named employee of the year 2019. I have strong Excel skills, and have become an expert with MDA, being the software of choice in the property management industry. My job entailed a great deal of people management, streamlining processes to enhance efficiency, data analysis, hard accounting skills, and engagement with stakeholders, to name but a few.

Merchantec Capital (Hyde Park, Johannesburg)

Corporate Finance, JSE Equity and Debt Sponsor and Business Advisory Work experience at Merchantec Capital included, *inter alia*:

- Drafting, reviewing and disseminating JSE SENS announcements, whilst ensuring compliance with the JSE Equity and Debt Listings Requirements
- Reviewing annual financial statements, financial results and integrated annual reports of JSElisted companies in line with regulatory requirements
- Assisting in the drafting of circulars to shareholders in terms of the JSE Listings Requirements
 and the Companies Act
- Advising clients in terms of the JSE Listings Requirements, the Companies Act, King Code
 and other applicable regulatory requirements
- The Fast Track Listing of an Australian company on the JSE
- Evaluating entities' governance models in conjunction with the King Code
- Evaluating accounting policies in accordance with IFRS, and advising clients in terms of the JSE's Pro-active Monitoring process
- Maintaining awareness of key ideas and principles of proposed changes to financial reporting standards, the JSE Equity and Debt Listings Requirements, the King Code, and other regulatory requirements
- Understanding the legal form and structure of an entity
- Analysing an entity's current financial situation and considering the factors impacting it
- Analysing and evaluating proposed mergers, acquisitions or divestures

Feb 2016 – June 2018



EDUCATION

