



JOB DESCRIPTION

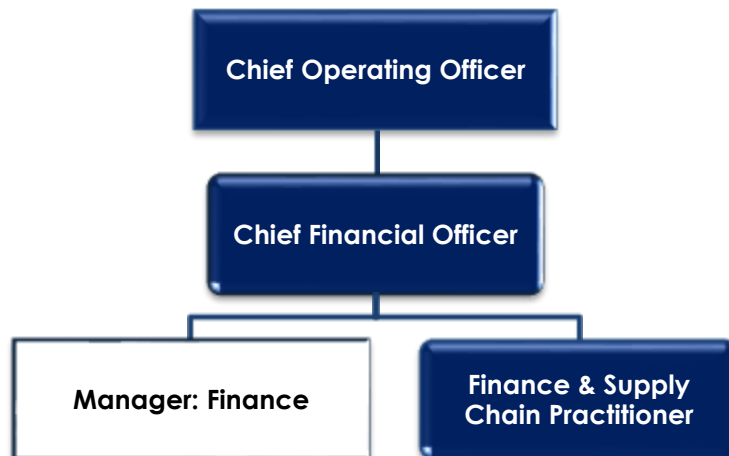
JOB DETAILS

JOB TITLE: MANAGER: FINANCE
DIVISION: FINANCE
REPORTING TO: CHIEF FINANCIAL OFFICER
GRADE:

PRIMARY PURPOSE OF THE JOB:

To provide support to the CFO and Tribunal in the execution of its function in terms of the PFMA and Treasury regulations as well as rendering management accounting, financial accounting and supply chain management functions, as well as payroll

JOB RELATIONSHIPS:



KEY RESULTS AREAS:

- KRA 1: Strategic support
- KRA 2: Budget management
- KRA 3: Financial reporting
- KPA 4: Supply Chain Management
- KRA 5: Revenue, inventory and asset management
- KRA 6: Payroll Management
- KRA 7: Creditors management
- KRA 8: Cash Management

ACCOUNTABILITIES

Note: The following list of Key Results Areas and Outcomes/Outputs not exhaustive. Companies Tribunal may instruct the employee at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job, or in accordance with operational requirements.

Key:

KRA:

What their area of responsibility includes?

OUTCOME/OUTPUT:

How will we know the key results area has been performed successfully?

Key Results Areas (KRA's)	Outcomes/Outputs
1. Strategic support	<ul style="list-style-type: none"> • Provide input to the entity's financial objectives • Provide input to finance strategy in line with entity's strategic objectives • Provide financial advice and information to the Chief Operations Officer, senior managers and CT staff • Develop, implement and maintain appropriate finance policies and procedures • Develop, review and maintain systems of internal control
2. Budget management	<ul style="list-style-type: none"> • Compile and prepare the budget as well as advice and support to management • Prepare MTEF • Compile quarterly MTEF monitoring report • Prepare the consolidated budget for the entity in compliance with budget guidelines and formats. • Prepare the monthly and quarterly variance analysis and forecasts • Make budget changes prior to submission to the CFO
3. Financial reporting	<ul style="list-style-type: none"> • Compile monthly, quarterly and annual financial statements and cash flow reports • Ensure the quality of financial information by conducting regular reviews of the general ledger, debtor's ledger, creditor's ledger and relevant reconciliations • Report timeously to CFO for feedback to management, DTI and National Treasury • Prepare financial statements in line with approved financial standards, • Prepare the financial report for the entity.
4. Supply Chain Management	<ul style="list-style-type: none"> • Review the implementation of internal control systems for procurement of goods and services. • Review procurement to ensure fair, equitable, transparent, competitive and cost effective best practice also promoting Broad Based Black Economic empowerment. • Advice and support to divisions on processes and procedures to be followed regarding the acquisition function in line with Supply Chain Management framework. • Chair the Bid Evaluation Committee (BEC). • Review the SCM processes before submission to the CFO • Review the BEC report. • Maintain and monitor irregular, fruitless and wasteful expenditure register
5. Revenue and asset management	<ul style="list-style-type: none"> • Manage revenue collection (compile cash flow projections) • Management of assets for the Companies Tribunal. • Develop and manage asset disposal plan. • Ensure all monies due to the entity are collected timeously in compliance with the PFMA.
6. Payroll Management	<ul style="list-style-type: none"> • Coordinate input for the reconciliation of annual tax • Reviewing monthly payroll reconciliation, • Review claims and payroll input • Ensure accurate salary administration and payroll reports

7. Credit Management	<ul style="list-style-type: none"> • Ensure creditors are settled within prescribed periods • Review analysis of BEE compliance and credit days
8. Cash Management	<ul style="list-style-type: none"> • Compile cash flow projections • Ensure accurate cash book processing as well as weekly and monthly reconciliation • Monitor the cash flow trends • Request funds from the dti and SARB • Load payments into the banking system
9. Inventory Management	<ul style="list-style-type: none"> • Manage the inventory • Perform inventory count and reconciliation monthly and • Keeping accurate inventory register

REQUIREMENTS

SPECIFIC REQUIREMENTS:

REQUIREMENT SPECIFIC TO THE JOB:

Qualifications:	Minimum: <ul style="list-style-type: none"> • Honours Degree in Financial Accounting 	Ideal: <ul style="list-style-type: none"> • CA(SA) qualification
Experience:	Minimum: <ul style="list-style-type: none"> • 7 years' experience in Financial Accounting 	Ideal: <ul style="list-style-type: none"> • 7+ years' experience in Financial Accounting
Language Skills:	Ability to read, analyse, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.	
Numerical Skills:	High Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.	
Reasoning Skills:	High Skills: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.	
Knowledge & Other Skills:	VIP, Pastel and CaseWare Excel – Advanced Microsoft Office GRAP PFMA, PPPFA, Treasury Regulations and various treasury practice and instruction notes Interpersonal skills & communication with suppliers and internal client Planning & organising is important to meet deadlines Project management Knowledge of strategic planning & Annual Performance Plan	