



JOB DESCRIPTION

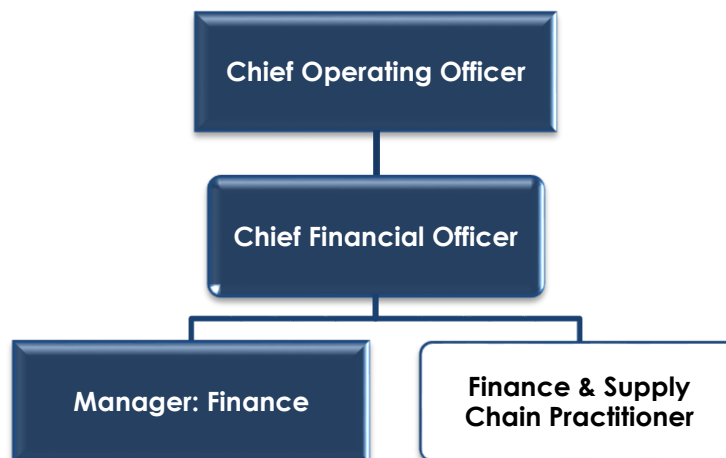
JOB DETAILS

JOB TITLE: FINANCE & SUPPLY CHAIN PRACTITIONER
DIVISION: FINANCE
REPORTING TO: CHIEF FINANCIAL OFFICER
GRADE:

PRIMARY PURPOSE OF THE JOB:

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

JOB RELATIONSHIPS:



KEY RESULTS AREAS:

- KRA 1: Strategic support
- KRA 2: Budget management
- KRA 3: Financial reporting
- KRA 4: Supply Chain Management
- KRA 5: Payroll Management
- KRA 6: Creditors management
- KRA 7: 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 • Implement and maintain appropriate finance policies and procedures • Provide financial advice and information to the CT staff and senior managers • Develop, review and maintain systems of internal control
2. Budget management	<ul style="list-style-type: none"> • Provide input to the budget preparation process as well as advice and support to management
3. Financial reporting	<ul style="list-style-type: none"> • Accurately capture and report on financial information in the general ledger, creditor's ledger, and relevant reconciliations • Ensure the quality of financial information by conducting regular reviews of the general ledger, debtor's ledger, creditor's ledger and relevant reconciliations • Ensure creditors are settled within prescribed periods • Report timeously to management and any other relevant stakeholder • Provide inputs into the preparation of monthly, quarterly and annual financial statements,
4. Supply Chain Management	<ul style="list-style-type: none"> • Implement internal control for procurement of goods and services • Ensure and maintain an appropriate procurement system in line with best practice which is fair, equitable, transparent, competitive and cost effective also promoting Broad Based Black Economic empowerment • Ensure that divisions follow processes and procedures regarding the procurement function in line with Supply Chain Management framework • Maintain and source information from the central supplier database (CSD) • Maintain an accurate requisition register • Send request to suppliers, manage responses and compare quotes • Accurately review checklist for compliance • Preparation of Purchase Orders for CFO approval and send to supplier • Coordinate the bid evaluation process for tender purposes (prepare invitations, arrange appointment, coordinate meeting, compile minutes and compile report) • Administer the end-to-end quotation process as well as the tender process
5. Payroll Management	<ul style="list-style-type: none"> • Manage the payroll process • Collect and process inputs for payroll • Coordinate payroll monthly reconciliation • Accurately capture all salary and payroll information • Provide accurate reporting as and when required • Process all UIF related payments
6. Creditors Management	<ul style="list-style-type: none"> • Maintain creditor's register and ledger • Accurately capture and process invoices after ensuring accuracy, validity and completeness • Ensure that invoices are signed and prepared for upload by Manager: Finance

	<ul style="list-style-type: none"> • Ensure compliance to PFMA specifications for payment terms • Review and report to CFO on analysis of BEE compliance and credit days
7. Cash Management	<ul style="list-style-type: none"> • Maintain petty cash register • Ensure adherence to the petty cash policy • Reconcile petty cash on a weekly and monthly basis • Replenish petty cash as and when required

REQUIREMENTS

SPECIFIC REQUIREMENTS:

REQUIREMENT SPECIFIC TO THE JOB:

Qualifications:	Minimum: <ul style="list-style-type: none"> • Degree in Accounting 	Ideal: <ul style="list-style-type: none"> • Honours in Financial Accounting
Experience:	Minimum: <ul style="list-style-type: none"> • 5 years' experience in Financial Accounting and SCM 	Ideal: <ul style="list-style-type: none"> • 5+ years' experience in Financial Accounting and SCM
Language Skills:	Ability to read, analyse, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.	
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 and Pastel Excel – Advanced Microsoft Office Knowledge of PFMA, PPPFA, Treasury Regulations and various treasury practice and instruction notes GRAP	

CONSENSUS ON CONTENTS OF THE JOB:

APPROVED BY:		
Job Holder/ Incumbent:	Manager:	
Job Title:	Job Title:	
Signature: _____ Date: _____	Signature: _____ Date: _____	
HR:		
Name: _____ Signature: _____ Date: _____		

PREPARED BY:	DATE: