



### **Finance Manager**

<b>Immediate Supervisor</b>	<b>Chief Financial Officer</b>
<b>Colleagues reporting to the same supervisor</b>	<b>SCM Specialist</b>
<b>Immediate subordinates</b>	<b>Finance Administrator x2, Senior Accountant and Junior Accountant</b>
<b>Task Grading</b>	<b>P6</b>

#### **Purpose of the position**

The purpose of this position is to manage the Finance Department according to sound financial systems, practices and processes that are compliant with relevant legislation, meet principles of international best practices that will allow the organisation to achieve its strategic financial objectives. To coordinate and manage the finance department and ensure that the financial affairs of the business are accounted

#### **Qualifications and minimum requirements**

- CA (SA) with at least 5 years post qualification
- CIMA qualification will be considered as well)
- At least 3 years public sector experience post articles. Extensive understanding of GRAP standards.
- Previous management experience in a finance department would be an added advantage.
- Knowledge of and understanding of treasury functions

- Knowledge of the public sector requirements and legislative structures/frameworks.

### **Technical Skills and competencies:**

- Resilience
- Communication Skills
- Interpersonal relationship skills
- Problem Solving skills
- Report writing
- Statistics and analytical skills
- Financial management skills
- Computer skills
- PFMA

### **Duties/Outputs**

#### **Strategic Management**

- Responsible for the implementation of the finance day to day Strategic plan.
- Provide information in the development of Annual Operational Plans, Annual Performance Plans and reporting prescribed by the National Treasury Regulations and Guidelines.
- Implement effective and efficient Risk Management system within the finance space
- Assist in driving a culture of professionalism, delivery, efficiency and urgency in the finance division through sound Finance policies, procedures and practices

- Oversee all Finance operational and business activities to ensure they produce the desired results and are consistent with the overall strategy of the organisation.
- Ensure operational procedures, policies and standards are followed.
- Oversee effective financial controls, systems and people management within the Finance space
- Identify, evaluate and communicate important Finance trends that are likely to impact the Organisation.
- Develop and review financial and non-financial reports to identify risk, devise solutions or improvements within the Finance division.
- Ensure that the Finance division complies with legislation, especially on National Treasury directives.

### **Operations Management**

- Prepare the annual divisional operational plan in line with the APP and the approved strategic plan. Implementation of plan and reporting on compliance
- Draft and implement Finance related policies such as Petty cash, Asset management, Impairment policies
- Oversee the integrity of the accounting system as well as other financial systems and implement corrective measures as identified
- Set up risk register for unit. Review and identify potential risks within the organisation and implement corrective measures to mitigate the risks.
- Ensure timeous and accurate reporting as per business and legislative requirements and submit status reports on key items
- Preparing monthly cash forecasts based on prior experience and current trends in spending. Irregular expenses, annual financial statements presented to the Board
- Provide guidance and support to other business units with regards to governance and compliance

- Monitor daily compliance with internal controls
- Responsible for engagement with stakeholders, National Treasury, DMRE, Donors etc.
- Approval of requisitions and correct classification of accounts.
- Responsible for all activities relating to budgeting and forecasting (Budget guidelines, budget templates, consolidating budget inputs).
- Responsible for preparing monthly management accounts.
- Monitoring expenditure trends on a monthly basis and reporting on variances. Ensuring proper working capital management.
- Liaising with the treasury function with respect to investments and cash flow requirements.
- Preparation of GRAP compliant, accurate and timely Financial Statements. Responsible for adherence to the Finance Compliance Calendar.
- Oversee the preparation of accurate management accounts for Donor funds within specified timeframes.
- Annually review policies and procedures to improve efficiency.
- Ensure enforcement of policies and procedures within the institute.
- Ensure that there is proper risk mitigation within the finance department.
- Keep abreast of National Treasury, DMRE, ASB Developments and other regulatory requirements.
- Chairing of the Procurement committees as assigned. Evaluation of Tenders from time to time.
- Actively participate as a member of the Management Committees.
- Liaising with External auditors and Internal Auditors on audit matters.
- Ensure that all audit queries are adequately addressed and that there are no repeat findings.
- Ensure that financial statements are free from material misstatements at time of submission for audit.
- Facilitate the divisional budgeting process, review and allocate according to resources available. Present a consolidated divisional budget to EXCO and prepare annual budget submission to Board
- Identify possible over/under expenditure and notify CFO when risks are identified

- Preparation and submission of annual ENE database in line SANEDI's strategy to DSI and National Treasury
- Prepare management monthly cash forecasts based on prior experience and current trends in spending
- Prepare and submit monthly and quarterly management accounts that highlight actual results compared to budget for divisions
- Preparation of Annual Financial statements of SANEDI and for submission to the external auditors, EXCO and the Board
- Review monthly reconciliation of GL accounts, reconciling sub-ledgers with the GL as well as to review the fixed asset accounts
- Obtaining, analysing and accounting of financial results
- Compiling and submitting National Treasury templates for AFS and Quarterly reporting.

### **Finance Management**

- Monitor and track performance against the approved budget and address any anomalies
- Coordinate financial need requirements across programmes for budget purposes
- Oversee budget, allocations and expenditure.
- Provide input to the development of the Operational budgets and forecasts
- Provide input and monitor spending against all Budgets of SANEDI

### **Governance, Risk Management and Management Reporting**

- Drafting and submission of monthly, quarterly and annual reports on the performance of SANEDI.
- Participate in regular feedback sessions with the Risk and Executive Committee
- Have oversight risk assessments on all the Finance functions

- Provide information for audit purposes, provide management comments and resolve any provisional audit findings.
- Ensure compliance with applicable legislation as required.
- Ensure compliance with regards to the implementation of policies and procedures.

### **Stakeholder Management**

- Identify, build and nurture trust and collaborative relationships with employees within SANEDI and service providers.
- Interact closely with internal stakeholders in maintaining positive relationships within the organisation.
- Foster implement a high performance culture through the implementation of effective and efficient HR management practices
- Provide guidance to internal stakeholders regarding regulatory compliance with PFMA
- Participate in events, meetings, workshops and conferences by giving input, avail skill, competency and expertise. Participation should result positive input and impact
- Provide Financial thought leadership within the division

### **Quality Management**

- Ensure alignment of Finance work processes to the required quality standards.
- Proactively identify continuous improvement strategies.
- Monitor agreed quality initiatives ensuring that they are aligned to business processes and delivered as agreed.

### **People Management**

- Assist in the preparation of the Finance division's performance contracts, and bi-annual performance reviews in line with the HR Guidelines.
- Conduct performance reviews for direct reports twice a year.
- Define and drive performance within the Finance Division.

- Initiate change initiatives required to enhance divisional effectiveness.
- Ensure key roles are staffed with appropriately experienced employees.
- Facilitate employee selection to ensure the Finance division operates effectively.
- Ensure talent is retained through people management processes.
- Create a supportive learning environment.
- Coach and mentor employees to achieve higher performance.
- Ensure general discipline and compliance in the areas of responsibility and ensure corrective action is taken on all misconduct incidents.
- Ensure adherence to all policies, procedures and requirements to ensure sound people practices.
- Monitor staff morale and address any issues of concern. Inspire and motivate staff members

For enquiries concerning the positions, please contact:

Mrs. Mapula Mahlangu  
E-mail: [recruitment@sanedi.org.za](mailto:recruitment@sanedi.org.za)

Closing date for the application is the **2 August 2022** at 16:00.