

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>FINANCE OFFICER</b>
<b>ROLE MISSION</b>	<p>The main purpose of the Finance Officer post is to assume day-to-day responsibility for the financial operations of the organisation, under the direction of the Finance Manager.</p> <p>The Finance Officer is responsible for the preparation and maintenance of financial records, reports, files and processes to ensure the smooth and compliant financial operation of the SABFS. To oversee all SCM process and ensure that all requirements are met.</p>
<b>ORGANISATIONAL STRUCTURE</b>  REPORT TO  DIRECT REPORTS  NUMBER OF INDIRECT REPORTEES	<ul style="list-style-type: none"> <li>• Manager: Finance (1)</li> <li>• Finance Administrator (1)</li> <li>• Bookkeeper (1)</li> </ul>
<b>REQUIRED MINIMUM QUALIFICATION / EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• B. Com Degree and a professional qualification and registration such as CIMA, ACA or ACCA</li> <li>• Computer literate and able to communicate clearly to non-finance staff</li> <li>• Extensive and practical knowledge of the public sector financial management and supply chain management environment</li> <li>• Sound knowledge and understanding of Corporate Governance</li> <li>• Sound knowledge in Governance, ethics and values in Financial Management</li> <li>• Knowledge of PFMA and GRAP</li> <li>• A minimum of 5 years' experience in a similar position</li> </ul>

<b>JOB GRADING LEVEL</b>		<ul style="list-style-type: none"> <li>• D1</li> </ul>	
<b>REQUIRED COMPETENCIES</b>		<ul style="list-style-type: none"> <li>• Computer literate with strong competencies in Ms word and Ms excel (advanced excel)</li> <li>• Effective planning</li> <li>• Organised and self- motivated</li> <li>• Team worker</li> <li>• Attention to detail</li> <li>• Good presentation skills on complex matters</li> <li>• Good planning skills</li> <li>• Analytical and problem solver</li> <li>• Deadline driven</li> <li>• Strong communication skills written and verbal.</li> </ul>	
<b>KEY PERFORMANCE AREAS</b>			
<b>NO.</b>	<b>KEY PERFORMANCE AREAS (MAJOR ACTIVITIES / RESPONSIBILITIES)</b>	<b>INPUT (METHODS USED)</b>	<b>OUTPUT (EXPECTED RESULTS)</b>
1.	Financial support and reporting to meet the needs of SABFS	<ul style="list-style-type: none"> <li>• Business Plans and Strategy <ul style="list-style-type: none"> <li>– Work with the Finance Manager to develop and implement the SABFS' strategy</li> <li>– To develop appropriate models to plan this strategy and evaluate the impact of new business areas</li> </ul> </li> <li>• Liquidity <ul style="list-style-type: none"> <li>– Manage the SABFS' liquidity, ensuring appropriate policies and risk appetite is maintained</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>• Capac's requirement - <ul style="list-style-type: none"> <li>– Manage SABFS capital position</li> <li>– Ensuring that operations is within the agreed capital limits at all times,</li> </ul> </li> <li>• Preparing regulatory returns and reporting</li> <li>• Preparing of monthly management accounts</li> <li>• Prepare financial accounts and statutory reporting</li> <li>• Budgeting and forecasting <ul style="list-style-type: none"> <li>– Budgeting and forecasting needs to be aligned with management's directives and company objectives.</li> <li>– Completion of an annual budget, monthly forecasting and a profit and loss statement</li> <li>– Perform analysis of the profit and loss statement and budget and forecast report to explain variances.</li> <li>– Conducts meetings and monthly reviews of individual department financial reports.</li> </ul> </li> <li>• Accounting Systems <ul style="list-style-type: none"> <li>– Implement and maintain all accounting systems used in the organisation</li> <li>– Ensure all accounting systems in use within the company is in compliance with GRAP</li> <li>– Suggest amendment in designing operational procedure and processes that will improve efficiency and comply with audit standards</li> </ul> </li> <li>• Financial Report <ul style="list-style-type: none"> <li>– Quarterly Variance, financial, budget, management Account</li> </ul> </li> <li>• Check &amp; oversee the work of Finance Administrator</li> </ul>	
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2.	Performs tasks associated with the administrative and reporting requirements of the function.	<ul style="list-style-type: none"> <li>• Define tasks and project milestones to ensure systematic planning of the prioritised objectives</li> <li>• Oversees professional indexes and manage the control of information flow</li> <li>• Implement the document management and Archives Acts for the storing of digital and hard copy documents.</li> <li>• Actively manages all financial resources, facilities and assets to ensure maximum benefit, value for money and manageability of risks</li> <li>• Manage staff effectively within division to ensure personal contribution to the successful achievement of the organization's vision, policies and programmes</li> <li>• Prepare reports on the activities of the Division outlining objectives and accomplishment of outcomes.</li> </ul>	
3.	Audit Preparation	<ul style="list-style-type: none"> <li>• Assist in preparing an annual audit file</li> <li>• Assist in monitoring GL on a regular basis to ensure compliance for audit purposes</li> <li>• Assist in monitoring audit action plans and prepare recommendations/comments on all audit findings</li> <li>• Assist with co-ordinating the annual closure programme in respect of the accounts</li> <li>• Assist in promoting the importance of adherence to the financial control environment, specifically, the maintenance of SABFS Financial Policy</li> </ul>	
4.	Supply Chain Management	<ul style="list-style-type: none"> <li>• Oversee the SCM process</li> <li>• Ensure adheres to the SCM policy in all processes</li> </ul>	
<b>ROLE DEFINITION</b>		<b>SIGNATURES</b>	
AGREED BY INCUMBENT :			

AGREED BY MANAGER:	
DATE:	