



JOB DESCRIPTION

JOB DETAILS

JOB TITLE: HEAD: FINANCE
DIVISION: FINANCE
REPORTING TO: CHIEF OPERATING OFFICER
GRADE:

PRIMARY PURPOSE OF THE JOB:

To provide strategic support and financial oversight to the Tribunal in the execution of its function in terms of the PFMA and Treasury regulations as well as managing financial accounting, management accounting, supply chain management as well as payroll functions to ensure financial viability, compliance & reporting.

JOB RELATIONSHIPS:



KEY RESULTS AREAS:

- KRA 1: Strategic support
- KRA 2: Budget management
- KRA 3: Financial reporting
- KRA 4: Supply Chain Management
- KRA 5: Working Capital Management
- KRA 6: People Management
- KRA 7: Risk 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"> Oversee and provide input into to the entity's strategic planning process, providing sound advice on financial objectives. Provide financial advice and information to management. Develop and implement the finance department's operational plan. Develop, implement and maintain appropriate finance policies and procedures. Develop, review and maintain internal control systems.
2. Budget management	<ul style="list-style-type: none"> Oversee the entity's budget preparation process, advice and support to management. Ensure compliance with MTEF and ENE. Monitor expenditure vs the budget. Ensure alignment of the budgets to the strategic plan of the entity. Ensure the preparation of monthly and quarterly variance analysis and forecasts.
3. Financial reporting	<ul style="list-style-type: none"> Ensure the compilation of monthly, quarterly and annual financial statements and cash flow reports in line with the approved financial standards. Review 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, DTIC and National Treasury. Provide inputs towards the annual report of the entity.
4. Supply Chain Management	<ul style="list-style-type: none"> Develop procurement plans and report to management, DTIC and National Treasury. Ensure 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 all required Committees (i.e Bid Evaluation and Adjudication) are in place and function effectively. Chair the Bid Adjudication Meeting. Review bid specifications. Ensure the monitoring of irregular, fruitless and wasteful expenditure register.
5. Working Capital Management	<ul style="list-style-type: none"> Asset management: <ul style="list-style-type: none"> Ensure that the asset register is maintained. Manage and ensure all monies due to the entity are collected timeously in compliance with the PFMA. Ensure that all Tribunal assets are insured. Payroll management: <ul style="list-style-type: none"> Manage and ensure effective and efficient payroll management system. Ensure payment of taxes and third-party payments.

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
	<ul style="list-style-type: none"> ○ Manage salary administration and payroll reports. ● Credit and Cash Management: <ul style="list-style-type: none"> ○ Approve the payment of requisitions. ○ Monitor compliance to the petty cash policy. ○ Approve weekly and monthly bank reconciliations.
6. People Management	<ul style="list-style-type: none"> ● Assign responsibilities and manage the quality of work delivered by subordinates. ● Ensure the development of performance contracts for subordinates and conduct formal performance reviews to measure performance against agreed objectives and identify training needs. ● Provide guidance, coaching, mentoring and advice to subordinates. ● Conduct regular scheduled team meetings to discuss updates, process improvements, process changes, and other issues affecting the team. ● Manage subordinates leave.
7. Risk Management	<ul style="list-style-type: none"> ● Contribute to the identification of financial risk within the entity as well as critically evaluate various decisions from a financial perspective in order to minimize risk to the entity. ● Contribute to the development and implementation of finance related risk mitigation action plans. ● Monitor that identified financial risks are managed within the acceptable level. ● Provide relevant input towards the entities risk register.

REQUIREMENTS**SPECIFIC REQUIREMENTS:****REQUIREMENT SPECIFIC TO THE JOB:**

Qualifications:	Minimum: <ul style="list-style-type: none"> ● Honours Degree in Financial Accounting, CTA or relevant 	Ideal: <ul style="list-style-type: none"> ● Registration as a CA(SA)
Experience:	Minimum: <ul style="list-style-type: none"> ● 8 years' experience in Financial Accounting of which 3 years must be at the management level. 	Ideal: <ul style="list-style-type: none"> ● 8+ years' experience in Financial Accounting
Language Skills:	Ability to read, analyse, and interpret financial reports. Ability to respond to inquiries or complaints from management or public groups. Ability to effectively present information to management and public groups.	

Numerical Skills:	High Skills: Ability to work with mathematical concepts such as probability and statistical inferences. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Reasoning Skills:	Very High Skills: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
Knowledge & Other Skills:	VIP, Pastel Microsoft Office Working knowledge of the PFMA Sound knowledge of GAAP, GRAP, IFRS & Treasury Regulations People Management Interpersonal skills Planning & organising Project management Knowledge of strategic planning

CONSENSUS ON CONTENTS OF THE JOB:

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