

JOB DESCRIPTION

JOB DETAILS

JOB TITLE: HEAD: FINANCE

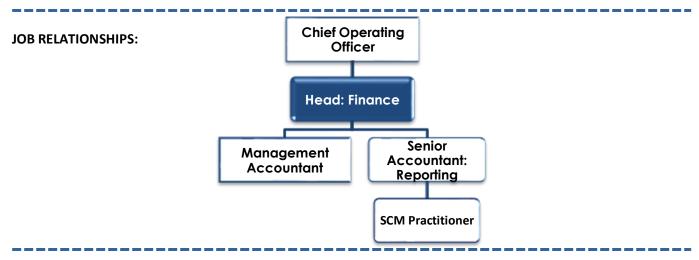
DIVISION: FINANCE

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.



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

<u>Note</u>: 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.

	the job, or in accordance with operational requirements.					
Ke	Key:					
	KRA: OUTCOME/OUTPUT:	What their area of responsibility includes?				
	Key Results Areas (KRA's)	How will we know the key results area has been performed successfully? Outcomes/Outputs				
1	Strategic support	 Oversee and provide input into to the entity's strategic planning process, 				
''	strategie sopport	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	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	Ensure the compilation of monthly, quarterly and annual financial				
3.		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	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	Asset management:				
	Management	o 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: Adapting and entire affective and efficient navrall management.				
		 Manage and ensure effective and efficient payroll management system. 				
		 Ensure payment of taxes and third-party payments. 				

ACCOUNTABILITIES

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Key:

Key.			
KRA:	What their area of responsibility includes?		
OUTCOME/OUTPUT:	COME/OUTPUT: How will we know the key results area has been performed successfully?		
Key Results Areas (KRA's)	Outcomes/Outputs		
	 Manage salary administration and payroll reports. Credit and Cash Management: Approve the payment of requisitions. Monitor compliance to the petty cash policy. Approve weekly and monthly bank reconciliations. 		
6. People Management	 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	 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:

Minimum: Ideal: Qualifications: Registration as a CA(SA) Honours Degree in Financial • Accounting, CTA or relevant Minimum: Ideal: 8 years' experience in • 8+ years' experience Financial Accounting of which 3 in Financial Accounting **Experience:** years must be at the management level. 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 Language Skills: 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:		Manager:				
Job Title:		Job Title:				
Signature: Date:		Signature:Date:				
HR:						
Name:Signature:		Date:				
PREPARED BY: DATE:						