



## Job Profile Chief Financial Officer (CFO)

### JOB INFORMATION SUMMARY

<b>JOB TITLE:</b>	Chief Financial Officer (CFO)
<b>REPORTS TO:</b>	Managing Director
<b>PROPOSED PATERSON JOB GRADE:</b>	E5/TASK 23
<b>OCCUPATIONAL LEVEL</b>	Executive Management
<b>FUNCTIONAL AREA:</b>	Finance
<b>COMPANY:</b>	PIKITUP SOC (Ltd)
<b>LOCATION</b>	Pikitup Head Office Johannesburg

### ROLE PURPOSE

To be responsible for the overall sound funding and financial management of Pikitup, a more than R3.5 billion entity. Contributes to the effective financial management of the cluster by providing financial leadership, directing cluster and divisional financial activities and business plan development and controlling accounting practices, including the timely preparation of financial reports, forecasts and business performance analysis.

### ROLE REQUIREMENT

Essence of the role/Key Accountabilities	Key Activities / Decision Areas
<ul style="list-style-type: none"> <li><b>Strategic Management</b></li> </ul>	<ul style="list-style-type: none"> <li>Assess organisational performance against both the annual budget and company's long term strategy;</li> <li>Develop tools and systems to provide critical financial and operational information to the MD and make actionable recommendations on both strategy and operations;</li> <li>Engage the board finance, audit and investment committees around issues, trends and changes in the operating model(s) and operational delivery;</li> <li>Assist in establishing yearly objectives and meeting agendas, and selecting and engaging outside consultants (auditors, investment advisors);</li> <li>Oversee long-term budgetary planning and costs management in alignment with Pikitup's strategic plan;</li> <li>Ensure MFMA compliance.</li> </ul>
<ul style="list-style-type: none"> <li><b>Financial Planning and Analysis</b></li> </ul>	<ul style="list-style-type: none"> <li>Prepare and maintain regular financial planning reports; monthly profit and loss forecast by division (vs. budget);</li> <li>Complete analysis of financial results; Develop recommendations (strategic and tactical);</li> <li>Develop and execute analysis of various business initiatives (e.g., opening new operations, asset acquisition, new service launches);</li> <li>Develop and maintain capital budget (with key inputs from Strategy &amp; Programmes);</li> <li>Assist in development of financial planning and analysis</li> </ul>



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	exercises/reports.
<ul style="list-style-type: none"> <li>• <b>Risk Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Identify financial risks that the company is exposed to and implement appropriate risk management strategies;</li> <li>• Ensure that the organisation is adequately insured and report on risk management;</li> <li>• Implement appropriate risk management strategies in finance department;</li> <li>• Report on risk management.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Budgeting and Forecasting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Develop the medium term budget;</li> <li>• Ensure that the budgetary process meets legislative requirements;</li> <li>• Present budget for board approval;</li> <li>• Monitor and advise all role players on the status of the budget;</li> <li>• Coordinate and oversee the development and monitoring of overall organisational capital and operating budgets.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Investment Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Investigate investment opportunities and prepare investment proposals;</li> <li>• Advise on investments to be made and which time frame;</li> <li>• Check investment return regularly and calculate yields;</li> <li>• Maximise the return on investment within the defined investment risk profile;</li> <li>• Ensure that invested funds are available when required to meet cash flow requirements e.g. capital projects, maintenance programmes.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Revenue Management &amp; Enhancement</b></li> </ul>	<ul style="list-style-type: none"> <li>• Identify possible sources of funding;</li> <li>• Liaise and negotiate for raising of funds required to meet the implementation of the business plan;</li> <li>• Provide an integrated billing system;</li> <li>• Ensuring effective revenue collection and management.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Financial Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Monitor financial performance through tracking performance of agreed financial indicators;</li> <li>• Process invoices on the system;</li> <li>• Reconcile rent roll schedule from service provider, capture on the system;</li> <li>• Check owners' statements for accuracy;</li> <li>• Review financial statements from service provider;</li> <li>• Ensure legislative compliance for payment of government duties (tax, VAT, PAYE, UIF etc.);</li> <li>• Ensure that all audit queries are resolved;</li> <li>• Ensure proper preparation for annual audit;</li> <li>• Oversee the approval and processing of revenue, department budgets, maintenance of accounts and ledgers, ensuring compliance with relevant legislation;</li> <li>• Oversee the preparation of standard and ad hoc financial reports required for responsible fiscal management, including budget analysis, cash flows and forecasts;</li> <li>• Develop and ensure implementation of initiatives to increase revenue collection;</li> <li>• Oversee the implementation of the supply chain policy;</li> <li>• Assist in ensuring effective cost management;</li> <li>• Assist in reduction of the deficit.</li> </ul>

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ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
<ul style="list-style-type: none"> <li>• <b>Policies, Procedures and Systems</b></li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate and oversee development, implementation and review of financial internal control systems, policies and procedures.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Reporting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and send monthly management accounts;</li> <li>• Prepare monthly bank reconciliations.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Transformation</b></li> </ul>	<ul style="list-style-type: none"> <li>• As an executive take responsibility for shaping Pikitup operations to realise the vision and strategic direction of a transformed waste management company in line with the City of Johannesburg (CoJ) GDS 2040 goals.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>HR Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Develop and implement optimal organisational structures</li> <li>• Set human capital targets and manage staffing levels accordingly</li> <li>• Manage all Pikitup deliverables</li> <li>• Manage deliverables of direct reports</li> <li>• Conduct quarterly performance reviews respectively</li> <li>• Motivate and coach direct reports</li> <li>• Inform direct reports of organisational development on a regular basis</li> <li>• Identify training needs and implement PDP for direct reports</li> </ul>

KEY RELATIONSHIP INTERFACES
<p><b>Internal Key Relationships (to Pikitup):</b></p> <ul style="list-style-type: none"> <li>• Pikitup Board of Directors</li> <li>• Managing Director</li> <li>• Executive and Senior Managers</li> <li>• Pikitup Staff</li> </ul> <p><b>External Relationships (with departments and other key parties):</b></p> <ul style="list-style-type: none"> <li>• CoJ (Shareholders)</li> <li>• Government departments</li> <li>• Contractors</li> <li>• Consultants</li> <li>• Auditor General</li> <li>• Public and Private Financing Institutions</li> </ul>

Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
Skills	Technical / Professional Expertise
<ul style="list-style-type: none"> <li>• Integrity and Honesty</li> <li>• Commercial focus</li> <li>• Analysis and problem solving</li> <li>• Influence and collaborative skills</li> <li>• Change Management</li> <li>• Program and Project management</li> <li>• Governance Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Thinking</li> <li>• Organising and Prioritising</li> <li>• Judgement and decision making</li> <li>• Building a vision</li> <li>• Developing relationships</li> <li>• Networking</li> <li>• Impact</li> </ul>

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- Financial Management
- HR Management
- Strategic direction and Leadership

- Proactive Communication

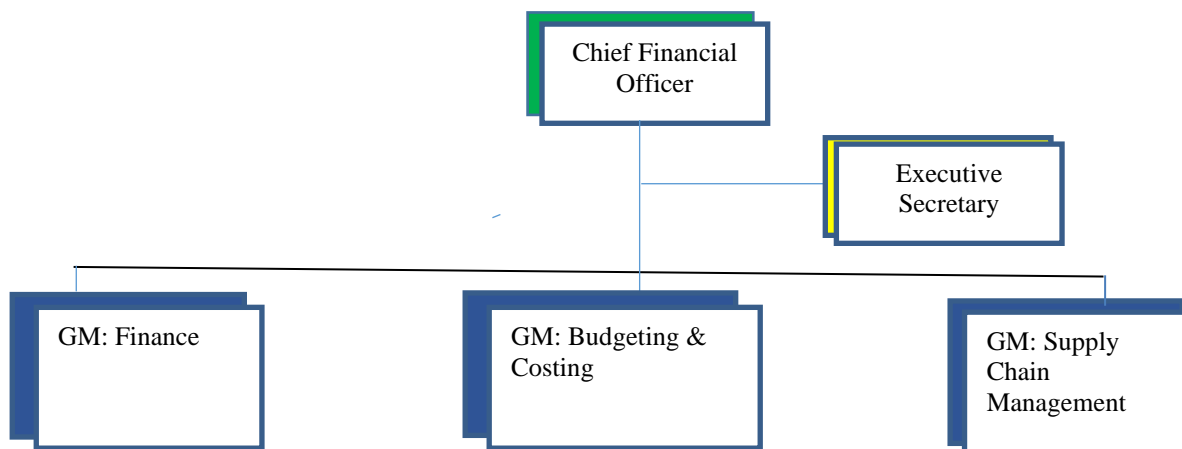
### Minimum Qualifications

- B Compt (Hons)/B Com Accounting (Hons) or equivalent relevant qualification ours SAICA articles
- Qualified and registered CA (SA)
- Master degree will be an added advantage.
- Qualification in Municipal Financial Management Act (MFMA), candidates who do not possess this qualification will be required to acquire it within 18 months from date of appointment

### Minimum Working Experience

- 10 years' relevant experience
- 5 years' senior management experience
- Three (3) years of CFO experience in an entity or company with more than R 1 billion revenue or expenditure size.

### STRUCTURE





**Job profile approved by:**

\_\_\_\_\_  
**Name (Incumbent)**

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**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name (1<sup>st</sup> level Manager)**

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**Signature**

\_\_\_\_\_  
**Date**

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**Name (2<sup>nd</sup> level Manager)**

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**Signature**

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**Date**