



Job Profile General Manager: Finance



JOB INFORMATION SUMMARY	
JOB TITLE:	General Manager: Finance
REPORTS TO:	Chief Financial Officer
OCCUPATIONAL LEVEL	Senior Management
FUNCTIONAL AREA:	Finance
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Head Office

ROLE PURPOSE
To manage the financial accounting requirements of Pikitup and ensure compliance to all relevant legislations.

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
a) Financial Reporting	<ul style="list-style-type: none"> Investigate, develop, implement and maintain internal systems to generate reports as required e.g. for EXCO, AFS, National Treasury City, of Johannesburg and Budget office. Ensure that there is an effective system for accurate, reliable and timeous financial reporting. Prepare interim and annual financial statements for the organisation in line with GRAP. Advise the Chief Financial Officer on the application of the GRAP standards. Submit financial reports to relevant stakeholders within the deadline, Treasury, Group Finance, SARS etc. Review management accounts and ensured that they are submitted timeously. Ensure that general ledger reconcile to trial balance.
b) Asset Management	<ul style="list-style-type: none"> Develop and implement asset management policy. Review all asset management reconciliations. Ensure that Assets are accounted for in terms of GRAP in the accounting records. Develop procedures to assess the impairment, residual value and use life of the assets.
c) Treasury/Cash Management	<ul style="list-style-type: none"> Develop procedures detailing the compilation of short, medium and long term cash flow, oversee the compilation of the information, and monitor and track the results on an ongoing basis. Oversee the monitoring of the cash flow position and all the cashbook functions of the company on a daily, weekly and monthly basis.



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<ul style="list-style-type: none"> • Develop relations with the bank managers and other external providers of Pikitup. • Assist in the development of policies, procedures and strategies on investment of surplus cash. • Keep abreast with the money markets and the capital markets.
d) Creditors and Tax	<ul style="list-style-type: none"> • Monitor working capital to ensure that there is enough funds to finance the activities of the organisation. • Review financial internal controls in place to ensure that weaknesses are address. • Review the accounts payable policy regularly. • Develop and monitor existing internal processes to ensure that suppliers are paid within 30 days. • Ensure that monthly reconciliations are performed and reviewed timeously (creditor's reconciliations, accruals and ledger accounts). • Ensure that monthly submission to relevant authorities are made, e.g. SARS etc.
e) Budgeting	<ul style="list-style-type: none"> • Assist in the compilation of the annual and multi term operating and capital budgets for the company. • Monitor the income and expenditure by scrutinizing relevant information from the employees. • Provide input to ensure that effective budgetary control is occurring.
f) Audit and Risk Management	<ul style="list-style-type: none"> • Clear and resolve issues reported on by external and internal auditors where applicable. • Identify key risk areas and maintain risk register, implement mitigating actions. • Co-ordinate audit activities for finance department audit and external audit (by Auditor general) for the organisation.
g) Supervision/Management of Employees and Staff Development	<ul style="list-style-type: none"> • Supervise staff through informal and formal discussions • Manage staff performance through implementing the performance management system and using it as fully as possible • Conduct needs analysis discussions based on performance appraisals and determine staff training needs • Maintain an open-door policy with regard to subordinates to empower them to seek assistance and to motivate them when required • Comply with internal staff regulations and HR related legislation • Provide ongoing training and development • Counsel and discipline staff if required
h) Ad hoc and Miscellaneous	<ul style="list-style-type: none"> • The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements. Such variable tasks should be listed and recognized in the employee's performance compact.



KEY RELATIONSHIP INTERFACES

Internal Key Relationships (to Pikitup):

- All Pikitup departments

External Relationships (with departments and other key parties):

- City of Johannesburg (CoJ)
- Treasury
- SARS
- Auditor General (AG) and other Auditors
- Business Suppliers

Job Specific Requirements

Competencies (Knowledge, skills and attributes)

Skills		Behaviours	
<ul style="list-style-type: none"> • Advanced skills in Excel • Computer skills (MS Office – Word & PowerPoint) • 		<ul style="list-style-type: none"> • Report writing skills • Planning, coordinating and organising • Attention to detail • Accuracy • Work under pressure • Deadline driven • Confidentiality • Strategic thinking • 	
Knowledge:		<ul style="list-style-type: none"> • Knowledge of MFMA/ PFMA/ GRAP • In depth knowledge of SAP R3 and BW • In-depth knowledge of financial regulatory framework applicable to municipalities 	

Qualifications

Minimum	Ideal
<ul style="list-style-type: none"> • B Com(or equivalent) in a relevant discipline including accounting science or finance • SAICA accredited articles. • Membership with recognised accounting body. 	<ul style="list-style-type: none"> • AGA (SA), CA(SA)

Experience

Minimum	Ideal
<ul style="list-style-type: none"> • 8 years financial management experience. • 5 years' experience at a senior management level in finance 	<ul style="list-style-type: none"> • 10 Years of experience in preparation of the Financial Statements in compliance with GRAP.

Job profile approved by:

Job profile: General Manager: Finance



Name (Incumbent)

Signature

Date

Executive Director

Signature

Date