



Job Profile Manager: Budgeting

JOB INFORMATION SUMMARY	
JOB TITLE:	Manager: Budgeting
REPORTS TO:	GM: Budgeting & Costing
JOB GRADE:	T16/ D3
OCCUPATIONAL LEVEL	Management
FUNCTIONAL AREA:	Budgeting & Costing
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Pikitup Head office

ROLE PURPOSE
To provide a comprehensive financial support to the General Manager: Cost and Management Accounting and Executive Managers.

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
<p>a) Determination, implementation and monitoring of budgets</p>	<ul style="list-style-type: none"> • Compile information timeously from various stakeholders to assist in budget determination (annually). • Coordinate budget meetings with Executives and Budget owners. • Align budgets to the IDP and strategic goals of the company. • Revise budgets (twice yearly). • Process and monitor budget movements in line with delegation of authority and update the budget plan and funds management on SAP system. • Monitor spending and track budgets continuously and report on deviations. • Provide assistance to determine and implement budgets and forecasts. • Reconcile the budgeted spending vs. actual spending on a regular basis with relevant stakeholders. • Control, report and monitor overspend and determine budget availability. • Provide financial reports as required.
<p>b) Financial and operational reporting and planning</p>	<ul style="list-style-type: none"> • Assist to compile monthly reports for management and Executives. • Develop and maintain system systems and models to assist with the forecasting of income and expenses, activity based costing, unit costing and profit & loss analysis. • Prepare monthly income and expenditure statements and reports. • Report on financial performance against strategic goals.



ROLE REQUIREMENT	
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	<ul style="list-style-type: none"> • Report on and analyse operational data e.g. tonnages, roll out of 240L bins, community upliftment program, overtime, etc. • Compile, analyse and interpret KPI's for Finance. • Serve on the Bid Specification Committee, Bid Evaluation Committee, Disposal Committee and Capital Investment Committee (monthly).
c) Establishing and maintenance of cost and management control systems	<ul style="list-style-type: none"> • Ensure correct cost allocations on purchase requisitions, purchase Orders and cheque vouchers. • Review and verify budget provision exists for all financial transactions. • Provide comprehensive cost and management service: <ul style="list-style-type: none"> ➢ Assist in the minimisation of operational costs through sound financial advice ➢ Assist in the determination of activity costing ➢ Conduct regular gap analysis to determine where funding is required. • Provide input regarding policy development and monitoring thereof. • Identify adequate cost drives to allocate expenditure to the correct business units with the aim to operate optimally.
d) New developments and projects	<ul style="list-style-type: none"> • Analyse information and conduct cost benefit analysis to determine resource costs. • Report on financial benefits of any project which will enhance service delivery and facilitate growth. • Identify adequate resources and costs of implementing the Ward by Ward Programme per business unit. • Assist in implementing the new standard chart of accounts as required by National Treasury. • Provide financial support to implement the new strategic business model of the company with regards to waste minimisation and recycling initiatives.
e) Financial Management	<ul style="list-style-type: none"> • Ensure compliance with relevant legislation and regulation requirements e.g. MFMA, MSA and other SCM regulations. • Identify areas of non-compliance and make recommendations. • Advise Executives and other managers regarding financial issues and provide a full financial support service. • Balance inter-company transactions, cost allocations, financial reconciliations and updating of financial statistics, etc. • Monitor monthly commercial and domestic revenue to determine the profitability and sustainability of the business units. • Perform resource and operations scenario planning to enhance operational efficiencies as well as cost benefit analysis.
f) Audit risk management	<ul style="list-style-type: none"> • Clear and resolve issues reported on by external auditors (where applicable). • Clear and resolve issues reported on by internal auditors (where applicable). • Identify key risk areas. Ensure mitigating actions are



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	<p>implemented.</p> <ul style="list-style-type: none"> Develop systems to identify and assess potential risks in the financial system. Implement systems to minimise and monitor the potential risk factors
<p>g) Ad-hoc and miscellaneous</p>	<ul style="list-style-type: none"> The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the 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 recognised in the employee's performance compact.

KEY RELATIONSHIP INTERFACES
<p>Internal Key Relationships (to Pikitup):</p> <ul style="list-style-type: none"> EXCO Management Various Committees Pikitup Staff <p>External Relationships (with departments and other key parties):</p> <ul style="list-style-type: none"> Budget Office CoJ Auditors Service providers

Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
Behaviours	Skills
<ul style="list-style-type: none"> Responsibility and accountability Confidentiality, tact and discretion when dealing with people Planning, coordination and organising Attention to detail Interpersonal and communication skills 	<ul style="list-style-type: none"> Computer literacy (MS Office – Word & PowerPoint) Effective time management skills with the ability to multitask and follow through Interpersonal and communication skills
<p>Knowledge: State the job knowledge required</p>	<ul style="list-style-type: none"> Advanced knowledge and skills in spreadsheets In depth knowledge of SAP Finance. Knowledge of financial structures of Pikitup and City of Johannesburg

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Qualifications	
Minimum	Ideal
<ul style="list-style-type: none">Relevant BCom Degree or equivalent.	Post graduate and/or professional qualification (e.g. SAICA, CIMA and/or others) would be an added advantage

Experience	
Minimum	Ideal
<ul style="list-style-type: none">5 years' relevant Management Accounting experience at a managerial level in a private and/or public sector.	

Job profile approved by:		
_____	_____	_____
Name (Incumbent)	Signature	Date
_____	_____	_____
Name (1st level Manager)	Signature	Date
_____	_____	_____
Name (2nd level Manager)	Signature	Date