

Job Specification

| PROFILE INFORMATION | | |
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| JOB TITLE | MANAGER: BUDGETING | |
| JOB CLUSTER AND RANK | Management (Deputy Commandant) | |
| REGION/DIVISION | Financial Management and Accounting | |
| LOCATION | Head Office | |
| MANAGER/SUPERVISOR | Senior Manager: Planning and Budgeting | |
| SUPERVISION | Accountant: Budgeting | |
| LIAISON | INTERNAL | All Business Units |
| | EXTERNAL | Service Providers, Internal and External Auditors, Financial Institutions and Government Institutions. |

| PURPOSE STATEMENT |
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| To oversee and manage the financial planning and budgeting processes within Border Management Authority (BMA), ensuring effective allocation of resources and alignment with strategic goals. |

KEY PERFORMANCE AREAS

| Key Performance Areas (KPA's) | Roles and Responsibilities |
|-------------------------------|---|
| Strategic Planning | <ul style="list-style-type: none"> Assist in the development of the strategy and budget. Develop supporting operational plans for Financial Accounting to ensure execution of the strategic objectives and goals. Implement the operational plan by developing operational activities, ensuring alignment to the achievement of strategic objectives. Direct and lead the implementation of Finance initiatives to support BMA in the implementation of its strategy and achieve its objective. Monitor and continuously evaluate progress of the business unit's achievements against the operational plan and strategic objectives. Use insights gained through business information to compile reports, and metrics to measure success and inform the business decision making process and realign objectives. Keep abreast of changes in legislation, regulations and/or the technology environment and respond to changes through adjustments to the strategy and operational plans as required. Work closely with the Finance Manager to ensure smooth operations of all Finance related matters. |

| Key Performance Areas (KPA's) | Roles and Responsibilities |
|---|--|
| | <ul style="list-style-type: none"> Attend industry related forums, conferences and workshops to gain industry insight for the purpose of business improvement. |
| Functional Leadership | <ul style="list-style-type: none"> Collaborate with the Senior Manager: Planning & Budgeting to develop; business unit budgets, annual budgets and long-term financial plans based on organizational goals and objectives. Ensure accuracy, completeness, and adherence to budgetary guidelines as per National Treasury guidelines. Analyze financial data, including revenue, expenses, and cash flow, to identify trends, forecast future performance, and make strategic recommendations for cost control and revenue enhancement. Provide insights on financial risks and opportunities to the Senior Manager: Planning & Budgeting. Monitor budgetary performance regularly, comparing actual results against budgeted figures. Investigate variances, identify the causes, and work with department Executives to implement corrective actions as necessary. Identify cost-saving opportunities and efficiency improvements by analysing expenditure patterns and assessing the effectiveness of resource allocation. Develop and implement strategies to optimize budget utilization while maintaining quality standards. Continuously assess and enhance budgeting processes, tools, and systems to streamline workflows, improve efficiency, and enhance accuracy and transparency. Implement best practices and leverage technology solutions to automate tasks wherever possible. Assist both internal and external auditors in execution of their audits and ensure all documents needed for the audit are provided. Assist in the establishment, maintenance and improvement of Standard Operating Procedures, policies, and guidelines relating to the Financial Accounting. Preparation of management reports, financial statements and other financial related reports and correspondence. |
| Stakeholder Management and Relations | <ul style="list-style-type: none"> Build and maintain relationships with all BMA officers including Governance Committees for the purposes of expectations management and knowledge sharing. Provide advocacy on matters related to financial accounting activities to make informed decisions. Represent and participate in the organisation's committees and tasks teams when required. Convene and attend meetings and present findings and business cases to relevant stakeholders when required. Implement timeous communication on progress and challenges in achieving the operational plans to impacted stakeholders. |

| Key Performance Areas (KPA's) | Roles and Responsibilities |
|-------------------------------|---|
| Financial Management | <ul style="list-style-type: none"> • Provide input in the planning and compilation of the business unit's annual budget aligned to the operational plans to support the implementation of set objectives. • Ensure the effective implementation, management, monitoring of the business unit's budget, and mitigate and report on any variances. • Monitoring financial control, budget management and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPPFA, and BBBEE). • Ensure the deployment of proper financial controls to manage the business unit budget. • Report on and communicate any costs improvements and shortfalls. |
| People Management | <ul style="list-style-type: none"> • Build and lead an effective and cohesive team through the effective management of divisional resources. • Drive the implementation of talent acquisition, succession planning, development, and retention strategies for the division. • Ensure the enhancement of relevant knowledge and skills through continuous coaching, mentoring and nurturing of talent in the business unit. • Create a high-performance culture and manage team performance effectively by translating and communicating the annual performance goals and measures into individual work plans based on agreed upon objectives. • Ensure the working environment contributes to improving employee engagement, recognition and increased productivity. • Ensure the management of poor performance and disciplinary matters in line with the BMA's policies and procedures. |

| MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE | |
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| Minimum Qualifications | <ul style="list-style-type: none"> • B. Com Accounting degree or equivalent (NQF7). • Completed Articleship (3 years) • A post graduate qualification in Finance or equivalent (NQF8) will be advantageous. |
| Minimum Experience | <ul style="list-style-type: none"> • Five (5) years' experience in accounting, analysis and budget management. |



MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

| | |
|---|---|
| Knowledge | <ul style="list-style-type: none"> • Generally Recognised Accounting Practice (GRAP) • Public Finance Management Act (PFMA) • National Treasury Regulations and Budgeting guidelines • King Governance Code • SAGE ERP System • Basic Conditions of Employment Act • Employment Equity Act • Skills Development Levy Act • Knowledge of ERP systems • Border Management Authority Act,2020. |
| Professional registration or license requirements | <ul style="list-style-type: none"> • SAIPA/SAICA Registered or equivalent |
| Other requirements | <ul style="list-style-type: none"> • Flexibility in working hours will be required to meet demands of the role. • May be required to work overtime. • Valid driver's License |

COMPETENCIES

| VALUES | FUNCTIONAL | BEHAVIOURAL ATTRIBUTES (ENABLING) |
|---|--|---|
| <ul style="list-style-type: none"> • Excellence • Integrity • Innovation • Patriotism • Professionalism • Teamwork and Collaboration • Vigilance | <ul style="list-style-type: none"> • Financial Management • Interpretation of financial information • Excellent Communication (verbal, written and presentation) • Report Writing • Forecasting and Budget skills • People Management • Facilitation • Negotiation • Time Management • Organizing and Planning • People Management • Presentation Skills | <ul style="list-style-type: none"> • Persuasive and Influencing • Ability to work under pressure • Analytical and problem solving • Deadline driven • Attention to detail • Interpersonal relations • Integrity • Proactive/Initiative • Team Leadership • Networking and Influencing skills • Listening Skills • Focused on results • Initiative & Responsibility • Work well under pressure |

CRITICAL SKILLS AND ATTRIBUTES

| Title | Level |
|------------------------|--------------|
| Microsoft Office Suite | Intermediate |
| SAGE ERP | Proficiency |