

## JOB PROFILE

JOB INFORMATION		
<b>JOB TITLE</b>	<b>MANAGER: TREASURY &amp; REPORTING</b>	
<b>JOB CLUSTER AND RANK</b>	Management (Deputy Commandant)	
<b>REGION/DIVISION</b>	<b>Financial Management and Accounting</b>	
<b>LOCATION</b>	Head Office	
<b>MANAGER/SUPERVISOR</b>	<b>Senior Manager: Finance &amp; Treasury</b>	
<b>SUPERVISION</b>	Treasury Administrators	
<b>PEER RELATIONSHIPS</b>	OTHER MANAGERS	
<b>GRADE</b>		Grading Date
<b>LIAISON</b>	<b>INTERNAL</b>	All Business Units
	<b>EXTERNAL</b>	Service Providers, Auditors, Bank Officials
MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE		
KPIs	Revenue management Expenditure management Accounting administrative services Cashier & banking services Debt management Accounting & reporting All economic classification management Transfers & subsidies Ledgers/journals Departmental Revenue sourcing, fees, tariffs Banking Safeguarding of cash, source documents and face value forms Revenue collections Recovery of Debt and allocation of monies received. Debt take-on. Accounting for revenue Reconciliation of revenue Revenue reporting Manage human resources including allocation of resources Manage audit processes during audits	



Minimum Qualifications	<ul style="list-style-type: none"> <li>• Matric (Grade 12)</li> <li>• A bachelor's degree in Commerce, Auditing (NQF Level 6)</li> <li>• CA(SA), SAIPA or CIMA</li> <li>• Adv. Dip in MA or higher will be advantageous.</li> <li>• B.Com Honors or Completed Articles will be advantageous</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>• 5 years' management experience in Treasury, Financial Risk and Banking in a listed environment</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• SARS Income Tax Act</li> <li>• Basic Conditions of Employment Act</li> <li>• Employment Equity Act</li> <li>• Skills Development Levy Act</li> <li>• COIDA</li> <li>• Knowledge of ERP systems</li> <li>• Border Management Authority Act,2020</li> </ul>
Professional registration or license requirements	<ul style="list-style-type: none"> <li>• SAIPA/SAICA Registered</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Flexibility in working hours will be required to meet demands of the role.</li> <li>• May be required to work overtime.</li> <li>• Valid driver's License</li> </ul>