



<b>JOB DESCRIPTION</b> <b>Manager: Finance</b>
<b>Region/Unit : FINANCE UNIT/DEPARTMENT</b>
<b>Reporting To: CHIEF FINANCIAL OFFICER/REGIONAL DIRECTOR</b>
<b>Job grade level:</b>
<b>Signed:</b>  ..... ( Line Manager)
<b>Signed:</b>  ..... ( Job incumbent)

## 1. Objective of the Position

To provide support, guidance and advice to TMT in the implementation of financial policies, processes and procedures. Assist in ensuring that TMT complies with all relevant regulatory and reporting requirements and internal controls. Assist the CFO in ensuring that TMT is financially compliant, viable and sustainable.

## 2. Key Responsibilities of the Position

Main objectives/outputs	
Key Performance Areas	Activities linked to each KPA
1. Assist in assessing options for improving financial systems, processes and procedures.	1.1. Identify systems, policies, processes and procedures that require improvements and propose reviews and amendments to management 1.2. Assess options for coordinating the activities, procedures and systems of the organisation so as to promote consistent use of the policies and practices. 1.3. Provide guidance, support and advice to the units/regional offices on the implementation of financial policies, processes and procedures
2. Ensure and promote effective financial management within the organisation	2.1. Ensure that all financial processes and controls are properly administered and monitored on a continuous basis 2.2. Maintain day-to-day financial control of the procurement of goods and services; ensure that the expenditure is within budgets and approval was sought from the relevant Manager. 2.3. Advise units and regional offices on proper allocation of limited resources across the organization. 2.4. Ensure that appropriate accounting standards, financial regulations and internal controls are in

Main objectives/outputs	
Key Performance Areas	Activities linked to each KPA
	place and compliance thereof.
3. Ensure effective financial planning, financial accounting, controls and reporting	<p>3.1. Coordinate financial planning with all regions and business units.</p> <p>3.2. Review reconciliation of accounts to ensure the robustness of the control processes</p> <p>3.3. Review actual results versus monthly budget and propose corrections for the variance to ensure the attainment of organisational objectives</p> <p>3.4. Oversee the accounting functions (including, but not limited to, accounts payable, receivables, fixed assets and inventory) to ensure that the accounts are accurate and collected or paid within 30 days, where applicable.</p> <p>3.5. Review all the financial information provided by the units/regional office to ensure that they are accurate, complete and reliable.</p> <p>3.6. Ensure that all financial statutory reporting obligations are met.</p> <p>3.7. Compile monthly, quarterly and annual reports as required and ensure that the reports conform to relevant principles of corporate governance, financial reporting, accounting standards and other requirements.</p>
4. Contribute and assist with the internal and external audit processes	<p>4.1. Assist in the identification of operational and financial risks.</p> <p>4.2. Prepare operational and financial risk reports for management analysis on a quarterly basis.</p> <p>4.3. Prepare the complete audit file with cross reference to enable the CFO to review the files before auditors commence the audit of the records timeously.</p>

<b>Main objectives/outputs</b>	
<b>Key Performance Areas</b>	<b>Activities linked to each KPA</b>
	4.4. Ensure audit compliance (both internal and external) and maintain adequate level of adherence to policies and procedures in order to reduce incidents of non-compliance and non-adherence.
5. Play a leading role in dealing with all outstanding findings raised by internal and external auditors during the routine and adhoc audit processes	<p>5.1. Assist in the identification and implementation of all outstanding recommendations in the internal &amp; external audit reports, and assist in reducing financial, operational &amp; non-compliance risks emanating from those reports.</p> <p>5.2. Prepare on a quarterly basis a Dashboard report detailing all outstanding findings for management analysis and decision-making.</p>
6. Coordinate the year-end process from planning, preparation of Annual Financial Statement and Reporting to ExCo and MANCO on the progress of the year-end process	<p>6.1. Draft a year-end schedule two months before year-end and arrange a meeting with the External Auditors to start the year-end planning process</p> <p>6.2. Ensure that all documents and files requested by auditors prior to year-end are submitted timeously</p> <p>6.3. Coordinate all year-end activities with all those involved at year-end and be the chief communicator to all staff</p> <p>6.4. Ensure that all key activities are done in line with the timelines set in the year-end schedule and report all issues to the CFO timeously.</p> <p>6.5. Produce accurate, valid and complete set of Annual Financial Statement in line with IFRS for SME's or other standard adopted by Management and ensure that the report is produced timeously.</p> <p>6.6. Play a supportive role to the CFO when the</p>

<b>Main objectives/outputs</b>	
<b>Key Performance Areas</b>	<b>Activities linked to each KPA</b>
	report is tabled to MANCO, ExCo, ARC and the board of Trustees.
7. Coordinate the Risk Management process across the organisation and provide the supportive role to the CFO on Risk Management.	<p>7.1. Assist to coordinate the Risk Management activities in the organisation and in particular the functioning of the Audit and Risk Committee.</p> <p>7.2. Assist in the identification of operational and financial risk and reporting thereto.</p> <p>7.3. On a monthly basis update the Risk Register in consultation with the Risks Champions.</p> <p>7.4. Prepare strategic and operational risks report for submission to management.</p> <p>7.5. Draft the Anti-Fraud and Anti-Corruption policy in line with the Risk Management principles.</p>

### 3. Key Requirements of the Position

<b>Qualifications, skills, knowledge, experience and behaviour required to perform the job competently</b>	
<b><u>Knowledge and Education</u></b> <ol style="list-style-type: none"> <li>1. A BCom degree in financial accounting</li> <li>2. Good understanding and knowledge of financial principles, processes and practices (IFRS for SMEs )</li> <li>3. Good understanding of accounting and reporting standards</li> <li>4. Good understanding of Enterprise-wide Risk Management principles</li> <li>5. Good understanding of the SA Tax Legislation</li> </ol>	<b><u>Experience</u></b> <ol style="list-style-type: none"> <li>1. At least 10 years' experience in the finance environment</li> <li>2. At least 3 years of which should be in a middle management level and financial reporting</li> </ol>
<b><u>Behaviour and Attributes</u></b> <ol style="list-style-type: none"> <li>1. Attention to detail</li> <li>2. Ability to work in a team environment</li> <li>3. Diligent and hard working</li> <li>4. Work independently and manage work pressure well</li> <li>5. Honest and integrity</li> <li>6. Professionalism</li> </ol>	<b><u>Key Competencies and Skills</u></b> <ol style="list-style-type: none"> <li>1. Good financial management skills</li> <li>2. Strong analytical and problem solving skills</li> <li>3. Planning, organising and coordination skills</li> <li>6. Good communication skills</li> <li>7. Computer literacy in MS Excel, PowerPoint, Word, internet and e-mail</li> <li>8. Driver's licence</li> </ol>