

Job Title:	Chief Financial Officer
Type of Position	5 years Fixed Contract
Reporting to	Chief Executive Officer
Based:	Pretoria
Reference No:	HRREC020/23

QUALIFICATION AND EXPERIENCE:

Post Graduate Financial Qualification i.e., B- Com (Accounting) Honors with Financial and Management Accounting or equivalent qualification. CA(SA) or equivalent certification would be added advantage. Minimum of 10 years' financial management experience of which at least 5 years should be at Senior Management level.

KNOWLEDGE AND SKILLS

Knowledge and proven experience with public sector financing. Knowledge of accounting systems and practices. Good working knowledge of procurement practices. Applicable legislative and regulatory framework. Public Finance and Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Government accounting standards (GRAP). Medium Term Strategic Framework (government priorities). Government financial systems. Principles of public and business administration. Principles and practice of financial accounting, planning, and budgeting. Negotiation skills. Communication skills. Analytical skills.

COMPETENCIES

Strategic management. Business planning and design. Performance measurement. Financial accounting (including principles of GAAP/GRAP). King IV. Management accounting. Internal control. Internal and external audit. Information systems. Economy.

KEY DUTIES AND RESPONSIBILITIES

1. Strategic Capability and Leadership

- Execute finance strategic oversight and submit the financial report to oversight committees.
- Develop and manage relationships between the organization and key players to facilitate effective finance and revenue management.

Council Members: Mr. A. Petersen (Chairperson), Ms. T. Ntshangase (Deputy Chairperson), Prof. A. Jooste, Mr. S.J. Mhlaba, Ms. F. Mkile, Ms. N. Mokose, Ms. S. Naidoo, Mr. G. Schutte and Dr. S.T. Xaba

- Develop and ensure the implementation of appropriate policies, processes and standard operating procedures for the Finance & Administration Division and the Organisation as a whole.
- Provide strategic direction in respect of financial management and participate in the strategic planning processes of the organisation.
- Contribute to the development of the strategic and annual performance plans including coordinating, analysing and advising management on the organisation's financials.
- Ensure that budget processes are aligned to strategic planning processes and performance outputs throughout the financial year.
- Provide timely and accurate flow of financials and other operational information necessary for strategic decision making

2. Financial Management

- Develop the medium-term budget that meets the financial strategy of the NAMC and produce (4)

quarterly expenditure reports. Submit budget to relevant committees for approval

- Provide advice and support to stakeholders, and review the budget proposal prior to submission to the relevant authority.
- Provide recommendations and advice to address significant variances.
- Monitor the operation of accounting systems, controls and procedures in order to ensure the integrity of the financial information.
- Implement effective financial management systems inclusive of, but not limited to:
 - Implementation of financial management policies and procedures;
 - Implementation of internal control mechanisms and anti-corruption measures; and
 - Ensure compliance to the financial management legislative framework (Constitution, PFMA, Treasury Regulations, DoRA).
- Authorise all expenditure and claims within delegated authority.
- Liaise with auditors and co-ordinate external interim and annual audits.
- Ensure that all information and supporting documentation as required by the internal and external auditors.
- Respond to management letters and enquiries of the Office of the Auditor-General.
- Ensure that the recommendations of internal and external audits are implemented and adhered to and elimination of existing audit queries.

3. Supply Chain Management

- Manage the implementation of Supply Chain Management (SCM) policies.
- Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts.
- Ensure that the NAMC has an established and effective supply chain management system that includes:
 - Sound legislative and operational framework (approved and implemented policies and procedures, and systems);
 - Implementation of effective anti-corruption measures;
 - Compliance in accordance with relevant legislation framework and requirements;
 - Effective bid committees established with clearly defined roles and functioning in accordance with applicable legislative requirements; and
 - Ensuring proper disposing of surplus and/or underutilized assets.

4. IT Management

- Manage Information and Communication Technology (ICT) units and submit (4) quarterly reports.
- Provide oversight of the Information and Communication Technology (ICT) unit and prepare four (4) quarterly reports.

5. Payroll Management

- Monitor, control and verify all payments.
- Review and approval of all statutory requirements.
- Perform high level monitoring controls, including a review of the reconciliation between the general ledger and the payroll reports.

6. People Management and Empowerment

- Manage staff and administer the performance of all finance and administration employees.
- Manage the development of employees in the division in consultation with the Human Capital Division

7. Reporting to Council and Compliance

- Lead and oversee effective reporting frameworks within the organisation.
- Compile and timely submit accurate information in accordance with prescribed standards and timeframes.

- Undertake a risk assessment and implement and maintain an effective risk management strategy.
- Prepare the statutory financial reports, procurement report as well as financial statements to Council, Auditor-General and National Treasury.

To apply for the position, please forward the relevant Job Application Form which is available in our website or CV to hrrecruitment@namc.co.za closing date: **15 March 2024**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. People with disabilities, Indian, White or Coloureds are encouraged to apply. Short-listed candidates will be subjected to reference checks and qualification verification.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: I hereby consent for NAMC to process my personal information as part of the recruitment process, given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer “personal information” shall be defined as outlined in the POPIA.

Please visit www.namc.co.za, for further enquiries, send an email to hr@namc.co.za. The NAMC reserves the right to withdraw, amend or not fill the position.