



## 1. Finance Manager (1 Post) – Finance Department

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| <b>Job Title:</b>           | <b><u>Finance Manager</u></b> | <b><u>Grade: P6</u></b> | <b>ADVERT Ref No: Finance</b> |
| <b>Place of Work:</b>       | SANEDI                        |                         |                               |
| <b>Department</b>           | Finance                       |                         |                               |
| <b>Reporting to:</b>        | Chief Financial Officer       |                         |                               |
| <b>Fixed Term contract:</b> | 5 Years                       |                         |                               |

### Purpose of the Job, Key duties & Responsibilities

South Africa National Energy development institute is looking to appoint a suitably qualified individual to assume the dual role of financial Manager/ Management accountant for a period of 5 years (Renewable). The incumbent should have experience in the public sector and extensive knowledge of the PFMA, National Treasury regulations and Supplier Chain prescripts of Government.

The incumbent will oversee the day to day activities of the finance department, while mentoring and managing staff performance and ensuring timely and accurate financial reports and budgets are available monthly. Maintaining the integrity of the general ledger and ensuring adherence to policies and procedures and efficient control environment.

### Roles and responsibilities

- Oversee the day to day activities of the finance department:
  - Invoicing,
  - Debtors,
  - Creditors ,
  - Cash and bank,
  - Petty cash collections
  - VAT returns,
  - Compliance requirements etc.
- Daily Management and supervision of staff.

- Annual Performance contracting and performance reviews of staff within the finance department.
- Responsible for ensuring adequate contribution of staff towards the achievement of departmental objectives.
- Responsible for engagement with stakeholders, National Treasury, Department of Energy, Donors etc.
- Approval of requisitions and correct classification of accounts.
- Responsible for all activities relating to budgeting and forecasting (Budget guidelines, budget templates, consolidating budget inputs).
- Responsible for preparing monthly management accounts.
- Monitoring expenditure trends on a monthly basis and reporting on variances.
- Ensuring proper working capital management.
- Liaising with the treasuring function with respect to investments and cash flow requirements.
- Preparation of GRAP compliant, accurate and timely Financial Statements.
- Responsible for adherence to the Finance Compliance Calendar.
- Oversee the preparation of accurate management accounts for Donor funds within specified timeframes.
- Annually review policies and procedures to improve efficiency.
- Ensure enforcement of policies and procedures within the institute.
- Ensure that there is proper risk mitigation within the finance department.
- Keep abreast of National Treasury, DoE, ASB Developments and other regulatory requirements.
- Chairing of the Procurement committees as assigned.
- Evaluation of Tenders from time to time.
- Actively participate as a members of the Management Committee.
- Liaising with External auditors and Internal Auditors on audit matters.
- Ensure that all audit queries are adequately addressed and that there are no repeat findings.
- Ensure that financial statements are free from material misstatements at time of submission for audit.

#### **Minimum Requirements:**

- CA (SA) with at least 3 years post qualification Experience (CIMA qualification will be considered as well).
- At least 3 years public sector experience post articles.
- Extensive understanding of GRAP standards.
- Previous management experience in a finance department would be an added advantage.
- Knowledge of and understanding of treasury functions would be an added advantage.

- Knowledge of the public sector requirements and legislative structures/frameworks.
- Dynamic Self-starter.
- Performance driven.
- Mature and able to deliver results under pressure.
- Must have own transport.
- Must be willing to travel.

### **Application guidelines**

Qualified candidates who meet the criteria are invited to submit their applications quoting the job reference number/title on the letter. An up to date Curriculum Vitae together with copies of all certificates/ testimonials must be attached and the same hand delivered or mailed so as to reach the Human Resources on or before **Tuesday the 5th September 2017** at the email address below:

**Recruitment@sanedi.org.za**