



# FINANCE MANAGER

Applications are invited from a suitably qualified, innovative, visionary, highly resourceful, competent and experienced candidate for the position of the Finance Manager.

The MDDA is a statutory development agency for promoting and ensuring media development and diversity, set up as a partnership between the South African Government and major print and broadcasting companies to assist in (amongst others) developing community and small commercial media in South Africa, in terms of the MDDA Act No 14 of 2002.

#### The Finance Manager will:

- Perform the daily financial operations of and supervise sub-ordinate within the financial function of MDDA.

#### Key responsibilities include:

- Prepare income and expenditure variance report;
- Manage payroll function, ensuring timely and accurate remuneration;
- Co-ordinate, organise and prepare annual budget;
- Manage assets of MDDA, including maintaining asset register ensuring correct depreciation ;
- Oversee daily financial operations:
  - Perform cash flow forecast;
  - Approve orders;
  - Supervise and oversee the capturing of financial transaction(s);
  - Verify all payments;
  - Manage collection of revenue and debts;
  - Provide coaching role to sub-ordinates;
- Prepare interim and annual financial statements;
- Checking and reviewing of bank and general ledger reconciliations;
- Checking and reviewing accounting journals;
- Assist the CFO in the procurement function;
- Monitor expenditure against the budget to ensure compliance and early detection of issues or problems;
- Assist with the preparations necessary for interim and annual audits;
- Assist in the administrative and IT support service ensuring the smooth running of the MDDA Office;
- Managing all grant monies ensuring grant procedures, as per grantor, are strictly followed;
- Ensure complete and up-to-date operating procedures for all accounting and financial controls;

#### Requirements:

- B.com degree in Accounting;
- At least three (3) years experience in Management;
- Financial accounting background and experience;
- Budgeting and procurement skills;
- Financial report writing skills;
- Analytical and organisational skills;
- Understanding and knowledge of financial audit requirements;
- Computer proficiency in MS Word; Ms PowerPoint; Excel, Pastel Partner or Evolution, Pastel Payroll and Pastel Fixed Asset.

Experience in working with the Public Finance Management Act (PFMA); Preferential Procurement Policy Framework Act and Supply Chain Management in the public sector; Public Audit Act ; Treasury Regulations; Public Administration and or in a grant making would be an advantage.

**Remuneration:** - R400, 000.00 total cost to company per annum excluding a discretionary performance bonus. The Finance Manager will be reporting to the Chief Financial Officer and the position is based in Parktown, Johannesburg.

**Suitable qualified and experienced candidates are invited to submit their CV together with a one page letter of motivation and names of at least three contactable referees to Ms Lihle Mndebela (lihle@mdda.org.za) by 12h00 on the 31 May 2011.**

Applications must be accompanied by a recent, updated comprehensive curriculum vitae as well as certified copies of all qualification documents and identity document. Failure to submit the requested documents will result in the application not being considered. Correspondence will only be conducted with shortlisted candidates. **Should you not hear from us within two weeks of the closing date, please consider your application as unsuccessful.** Only applicants who are interviewed will be advised of the outcome of their applications. Successful candidates will be required to enter into performance contracts.

MDDA is committed to employment equity polices and promoting equity, and to equal opportunity employment. Appointment is subject to appropriate reference checks and verification of information provided. The MDDA is under no obligation to fill the position after advertising it and reserves the right not to make any appointment. Although advertised, it may thus either be withdrawn or re-advertised.

*We welcome applications from persons with disabilities.*

