



**JOB SPECIFICATION**

<p><b>JOB INFORMATION</b></p> <p><b>Job Title:</b> Finance Manager</p> <p><b>Post Code:</b></p> <p><b>Department:</b> Finance</p> <p><b>Normal Hours of work:</b> As Business dictates</p> <p><b>Normal place of work:</b> Auckland Park, Johannesburg</p>	<p><b>Job Classification:</b> Management</p> <p><b>Reporting to:</b> Chief Financial Officer</p> <p><b>Job Grade:</b> D2</p> <p><b>Last Review:</b> May 2023</p>
<p><b>PRIMARY OBJECTIVE(S) OF THE JOB</b></p> <p>Responsible for overseeing the financial operations and the provision of financial management support to the organisation, including the corporate liquidity, financial performance, financial position and risk management functions related to the organisation's financial activities in order to achieve strategic objectives of the organisation. Responsible for the provision of Supply Chain Management support, including demand management for goods and services, and Acquisition Processes for MDDA, in order to ensure both the compliance and efficiency of the Procurement Process.</p>	
<p><b>MDDA VALUES</b></p> <p><b>Integrity:</b> We are honest, transparent, reliable, fair, accountable and responsible for our actions</p> <p><b>Ubuntu:</b> We are empathetic, courteous and respectful to our staff and clients alike</p> <p><b>Professionalism:</b> We are efficient, effective, service delivery orientated, punctual, performance driven and work collectively</p> <p><b>Commitment:</b> We are passionate, go the extra mile, responsive, have a strong work ethic, are consistent and accessible</p> <p><b>Developmental:</b> We are inclusive, open and participatory</p>	
<p><b>KEY DUTIES AND RESPONSIBILITIES</b></p> <p><b>Strategic Implementation</b></p> <ul style="list-style-type: none"> <li>○ Assist the CFO with the Annual Performance Plan and Business Unit Operational Plan</li> <li>○ Compile the Medium-term revenue and expenditure framework</li> <li>○ Undertake an annual Financial Policy development and review</li> <li>○ Observe and comply with the provisions of all relevant and requirements of Treasury Regulations and the PFMA</li> </ul> <p><b>Team Leadership</b></p> <ul style="list-style-type: none"> <li>○ Implementing the activities of the team</li> <li>○ Manage effective communication within the unit</li> <li>○ Manage and create a conducive environment for highly motivated and productive staff for the team</li> <li>○ Manage Staff performance</li> <li>○ Develop work performance standards for both employees and review committees for the team in consultation with the CFO</li> <li>○ Planning for the teams future needs and operations in consultation with the Executive</li> </ul>	

## **Financial Management**

- Revenue Management
  - Assisting the CFO in the sourcing of Funds to ensure the financial viability of the organisation.
  - Assisting the CFO in the investigation of new revenue streams for the organisation.
  - Ensure the accurate and timely submission of legislative documents for the Grant Funds approval process.
- Expenditure Management
  - Verification of expenditure documents to ensure required documents and signatures are in place before payments are made.
  - Oversight the Payments process to suppliers, grant beneficiaries and managing of organisational creditors to ensure payments are made within the stipulated time frames.
  - Ensure that all correct and verified invoices are paid within 30 days
  - Oversee the compilation of expenditure and other account reconciliations
  - Assist the HRM and CFO in the management of the payroll process
- Budget Management
  - Facilitate and compile the Medium Term Expenditure Framework report as per National Treasury guidelines
  - Facilitate and compile the Estimate of National Expenditure as per National Treasury guidelines
  - Assist the CFO in the design of the system of internal controls.
  - Monitoring the efficiency of the implemented internal controls.
  - Creation of accounts to ensure the accurate allocation of funds to departments.
  - Oversight of organisation expenditure to ensure alignment to the approved budgeted plan.
- Investment Management
  - Assist the CFO in the investment of surplus funds to ensure the maximum return on investments.
  - Oversee the compilation of investment reconciliations.

## **Reporting**

- Manage accounting and reporting processes
- Compile and ensure that all reports and documentation are generated and submitted according to specified standards and requirements
- Assisting Management in the development of their departmental financial reports
- Assisting Management in the development of Annual Performance Report
- Assisting Management in the development of the Organisational Annual Report
- Development of Monthly and Quarterly organisational Financial Reports for approval by the CFO
- Preparation of Quarterly and Annual Financial Statements for approval by the Board

## **Asset Management**

- Ensure proper fixed assets management
- Annual review of the General Ledger to trace and record asset transaction to the Assets Register.
- Annual reconciliation of the Assets Register
- Safeguarding of all assets

## **Internal and External Audit Management**

- Assisting the CFO in co-ordination of the Audit preparation plan
- Co-ordination of the Audit Process
- Provision of information to the Auditors
- Responding to the Audit Quires
- Assist the CFO in attaining a positive audit outcome

**Financial Business Continuity / Financial Information Technology Systems**

- Ensure effective administration of the financial management systems
- Ensure business continuity and data recovery related to the financial information systems.
- Ensure with IT Manager the security and privacy of financial information

**Supply Chain Management**

- Ensure that MDDA has and maintains an appropriate procurement system which is fair, equitable, transparent, competitive and cost effective
- Oversight of the compilation of Tender documents
- Oversight of Tender Committees (Specification Committee, Evaluation Committee, Adjudication Committee)
- Oversight of the development and placement of Advertisements for acquisitions
- Oversee the requisition of quotations from suppliers listed on the supplier's database
- Undertake the evaluation of quotations and make recommendations to the CEO on preferred suppliers

**Inventory Management**

- Oversight on the purchase of inventory
- Oversight of the issuing of inventory items to stakeholders
- Oversee the Quarterly stock counts of both physical inventory and current projects

**Disposal Management**

- Manage the Disposal of assets and inventory

**Contracts Management**

- Drafting of Service Level Agreements with the assistance and approval by the Legal Services Department
- Oversight of the compilation of the Contracts Register
- Monitor and Review the Contracts Register

**PLANNING AND DEVELOPMENT**

Assist in the preparation of the MDDA's overall budget  
Assist management in the formulation of its overall fiscal control

**HUMAN RELATIONS**

Team-player  
Motivator - relationship with colleagues, works well with other employers and can achieve results.  
Strategic planning sessions

**CUSTOMER RELATIONS**

**Internal** – All staff

**External** – Government officials, Funders, Insurers, Customers, All visitors, Service providers/vendors, Banks, Grant Receivers

**CONTINUOUS PROFESSIONAL DEVELOPMENT AND UPGRADE**

International and Local Accounting requirements and Financial and Supply Chain regulations and legislation

**QUALIFICATIONS AND EXPERIENCE**

Accounting Degree Qualification  
Post Graduate Accounting Qualification would be an advantage  
10 years of Financial Management experience of which 5 must be at management level

5 years public sector financial management experience will be an added advantage  
 Experience in the development and/or grant-making sector will be an added advantage.  
 Knowledge and understanding of the Public Finance Management Act (PFMA); Preferential Procurement Policy Framework Act and Supply Chain Management in the public sector; Public Audit Act; Treasury Regulations; and Public Administration

**Leadership Competencies**

Team Leadership; Results Management; Planning and Organising

**Behavioural Competencies**

Problem Solving; Achievement Orientation; Decision Making; Analytical Thinking; Attention to Detail

**Technical Competencies**

Financial Management and Accounting; Financial Budgeting, Planning and Reporting; Accounting and Reporting

**SPECIAL REQUIREMENTS**

*Ensure the integrity and completeness of financial reporting.*

*Oversee effective utilisation of financial support provided as financial grants.*


*Understanding of interaction between public finance Acts and corporate governance, specifically relating to the PFMA, King III, and GAAP / GRAP practices.*

*Understanding of complex financial and accounting principles.*

*Experience and understanding of Risk analysis, Cash flow, Budgeting and Forecasting, Financial Modeling, Financial Statements and Investments.*

*Computer proficiency.*

*Strong report writing skills.*

<b>Reviewed By:</b>		<b>Date:</b>
<b>Approved By:</b>		<b>Date:</b> 12/05/2023
<b>Last Updated By:</b>		<b>Date:</b>