

Job Title:	TEMP ASSISTANT FINANCE MANAGER (2 MONTHS POSITION)
Organisation:	NEMISA
Department:	FINANCE
Location:	Gauteng
Salary Range:	Level 10, notch 1 R46 664.16 per month
Upward Reporting Relationships:	HEAD OF FINANCE
Reference Number:	NEM-10/04/18

MAIN PURPOSE OF JOB

To manage and provide financial services and oversight functions to ensure that the Institute's financial management practices and strategies are aligned to the legislative framework and benchmarked and best practice standards; to manage and execute the finance strategies of the institute in order to maximise the use of financial resources in line with strategic objectives.

JOB OBJECTIVES

EXPENDITURE MANAGEMENT

- Ensure the timely and accurate payment of all claimants and/or suppliers
- Ensure the reconciliation of individual supplier accounts to statements of accounts / invoices
- Ensure the reconciliation of payables aged analysis to GL control account
- Oversee the processing of payroll accruals and recoveries (journal)
- Ensure the reconciliation of payroll accounts (Advances, Loans, Savings, Pension, Special Loans, Union, Medical Aid, Garnishee, Auction, Social Club, Allowances, Funeral, Overtime and others)
- Ensure the posting of batches into the GL
- Ensure the processing and filing of journals
- Ensure the reconciliation of all balance sheet accounts including all bank accounts and debtors' suspense account.
- Ensure the reconciliation and review of all business unit and CoLab expenditure
- Oversee the preparation of management accounts.
- Ensure the reconciliation of GL to Asset registers for both cost and depreciation
- Oversee the processing of depreciation journals and approved disposals into GL

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545 Auckland Park, Johannesburg 2006, www.nemisa.co.za

Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhali; Mr Phuti Phukubje and Mr Lucas Mello
Executive Directors: Ms Mymoena Ismail (CEO); Ms Rofunwa Ligege (Acting CFO)
Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



POLICY AND COMPLIANCE MANAGEMENT

- Provide input into policies to promote the Institute’s financial management processes
- Ensure that the Institute maintains full and proper records of its financial affairs in accordance with accepted accounting standards and practices
- Manage and establish processes for checking of compliance with the instructions of national treasury and other legal instructions and bodies
- Ensure that the business unit complies with all policies and practices as prescribed by the Institute, and relevant legislative prescripts
- Provide advocacy to stakeholder on policy interpretations, and create awareness on policy changes
- Ensure that all business units comply with relevant policies, financial processes and systems
- Compile and submit statutory reports in line with agreed standards and time lines
- Monitor the spending trends of all business units and CoLabs, and provide guidance to promote good governance

FINANCIAL MANAGEMENT

- Compile the annual budget for the business unit
- Ensure the monitoring and controlling of expenditure of the unit in line with the budget
- Compile and submit accurate financial data in accordance with prescribed guidelines, standards and formats
- Identify deviations from the budget and take remedial action
- Manage the business unit’s cash-flow and expenditure
- Motivate the acquisition of assets and resource requirements as required

Education: Formal Qualifications

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Level of Education:	<ul style="list-style-type: none"> • BCompt/ Bcom Accounting • 4 -6 years’ experience in Financial Management • 2-3 years’ experience within the public Sector • 2-3 years’ management experience 	

Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: Recruitment@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: 17 April 2018 (16h30)



We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports achievement of our Employment Equity goals.