

Job Title:	Manager: Financial Management - Permanent
Organisation:	NEMISA
Department:	Financial Management
Location:	Gauteng Parktown
Salary Range:	Grade 12, Notch 1
Upward Reporting Relationships:	Chief Financial Officer
Reference Number:	NEM-30/8/2018

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

- Ensure the development and coordination of a Financial Management framework, strategy and plan
- Provide input and guidance into the Institute's overall budget and financial allocation guidelines
- Align Financial strategy to support the requirements of all business units as well as CoLabs
- Set comprehensive goals and objectives for performance and growth
- Provide input into the implementation of new processes and approaches to achieve strategic objectives
- Establish LEAN processes for aligning day-to-day decisions to the strategic plan
- Develop and maintain a management reporting framework to comply with statutory requirements
- 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

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Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhalihi; Mr Phuti Phukubje and Mr Lucas Mello
Executive Directors: CEO (Vacant): Mr Thilivhali Ramawa (CFO)
Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



- Develop and implement the Finance Risk Register
 - Identify and manage risk within the Financial Management business unit
 - Implement and monitor measures aimed at combating the abuse of the finance system, e.g. fraud, favouritism, corruption, unfair and irregular practices
 - Ensure compliance with legislative requirements and risk management practices
 - Oversee the annual finance risk assessment and audit
 - Develop, implement and monitor the finance risk response plan
 - Ensure regular auditing of financial processes and systems to scrutinise integrity and assess possible risks
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- 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 stakeholders 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
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- 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
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- Manage and coordinate business unit resources
 - Provide required training and development to employees to ensure optimal performance.
 - Manage subordinates by allocating work, assessing progress, and providing training and coaching where necessary
 - Determine staffing requirements, and ensure the proper recruitment and selection of high performing human capital
 - Ensure that training interventions are aligned with the Institute's and employees' needs
 - Manage performance of subordinates and implement corrective measures where required
 - Effectively respond to employee queries
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- Participate in internal and external stakeholder forums as directed
 - Provide financial advocacy to all business units and CoLabs on guidelines of finance budgeting, spending and reporting
 - Represent and participate in the Institute's committees and/or task teams
 - Attend meetings and present findings and proposals to members and management
 - Represent the Institute at external events when required
 - Build inter-business unit relationships to support the execution of operations



Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.

Level of Education:

Minimum:

- B Compt./B.Com Accounting or equivalent

Ideal:

- B.Com (Hon) Accounting or Financial Management of equivalent

Job related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

Minimum:

- 4-6 years' experience in Financial Management
- 2-3 years' experience within the Public Sector
- 2-3 years' management experience

Ideal:

- 7+ years' experience in Financial Management
- 4+ years' experience within the Public Sector
- 4+ years' management experience

Job related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.

- Public Finance Management Act (PFMA)
- Generally Accepted Accounting Practice (GAAP)
- Generally, Recognised Accounting Practice (GRAP)
- Treasury Regulations
- Knowledge of general financial management, budgeting and reporting processes within the Public Sector
- Advanced Excel & knowledge working on Financial Accounting systems such as Pastel
- Knowledge of financial risk assessment and mitigation

Job related Skills

Job-related skills are typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). Skills refer to how to do things. They are demonstrated in the application of techniques and procedures.

- Computer literate (MS Office)
- Good communication and presentation skills
- Negotiation skills
- Research and report writing skills

Important note:



- Please email through 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: 06 September 2018 (16:00pm).

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, if this supports achievement of our Employment Equity goals.