

Job Title:	Chief Financial Officer – 3 Year Fixed-Term Contract
Organisation:	NEMISA
Department:	Finance and Supply Chain Management
Location:	Gauteng Parktown
Salary Range:	Grade 14
Upward Reporting Relationships:	Chief Executive Officer
Reference Number:	NEM-01/05/2021

MAIN PURPOSE OF JOB

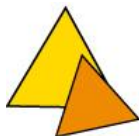
- To provide overall leadership, integration and coordination of financial and supply chain management services to the entire Institute in support of efficient institutional, financial and administrative processes, while promoting good governance and sound financial and supply chain business principles.

JOB OBJECTIVES

- Develop, manage and execute the Institute's Finance and Supply Chain Management Strategy, and provide input into the strategic direction of the Institute
- Align Finance and Supply Chain Management strategy with the requirements of all business units as well as CoLabs
- Set comprehensive goals and objectives for performance and growth
- Provide input into wider Institutional strategy, policy and decision making
- Develop, establish and direct the execution of operating policies to support overall Institutional objectives
- Develop, establish and direct the implementation of strategic business plans
- Oversee all Finance and Supply Chain Management initiatives across the Institute to ensure that their conception and implementation support the Institute's strategic objectives
- Provide leadership and input for strategic and annual planning processes relating to the business unit
- Provide input into the implementation of new processes and approaches to achieve strategic objectives
- Provide input into policies to promote the Institute's Finance and Supply Chain Management processes
- Ensure that the Institute maintains full and proper records of its Finance and Supply Chain Management in accordance with accepted accounting and legislative standards and practices
- Ensure the establishment of processes for checking of compliance with the instructions of the National Treasury and other legal instructions and bodies
- Provide advocacy to stakeholders on policy interpretations, and create awareness on policy changes
- Ensure that all business units comply with relevant Finance and Supply Chain Management policies, processes and systems
- Ensure the compilation and submission of statutory reports in line with agreed standards and timeline
- Develop a Risk Management Strategy, tools, practices, and policies for the business unit to analyse and report risks in line with the overall risk strategy of the Institute
- Manage risks according to the Risk Management Framework
- Ensure the effective monitoring and evaluation of risk-related activities
- Provide input to the Risk Management unit, EXCO and Board on risk management practices within the business unit

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: Ms Molebogeng Leshabane (Chairperson); Ms Tobeka Buswana; Mr Melvyn Lubega; Mr Lionel Adendorff; Ms Nomonde Hlatshaneni;
Prof Christian Adendorff; Ms Bongekile Filana
Executive Directors: Mr Trevor Rammitwa (CEO)
Company Secretary: Ms Fahmida Valla



- Ensure appropriate risk and insurance cover for the Institute
- Monitor financial resources and ensure compliance with management directives
- Monitor Institute cash balances and forecasts
- Manage the Institute's capital request and budgeting processes
- Manage the investment of Institute assets and employee pension funds to extract maximum benefit
- Ensure the monitoring and controlling of expenditure of the unit in line with the budget
- Ensure the compilation and submission of accurate financial data in accordance with prescribed guidelines, standards and formats
- Manage deviations from the budget and take remedial action
- Manage the acquisition of assets and resource requirements as required
- Manage internal support staff and coordinate internal resources
- Provide required training and development to employees to ensure optimal performance.
- Manage and maintain optimal utilisation of human resources and capacity within the Institute
- Manage subordinates by allocating work, assessing progress, and providing training and coaching where necessary
- Liaise with internal staff members relating to payroll, HR, and general financial operations
- 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 the performance of subordinates and implement corrective measures where required
- Effectively respond to employee queries
- Provide leadership to the Finance and Supply Chain Management team by keeping them informed and engaged, providing ongoing performance feedback, coaching and guidance
- Participate in internal and external stakeholder forums as directed
- Represent and participate in the Institute's committees and/or task teams
- Engage and build inter-departmental relationships with internal stakeholders, in order to produce financial, supply chain and risk and compliance reports
- Attend meetings and present findings and proposals to members and management
- Represent the Institute at external events when required
- Overseeing the operations of the Institute in the absence of the CEO, as delegated from time to time

Education: Formal Qualifications

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

Level of Education:	Minimum: <ul style="list-style-type: none"> • Bachelor of Commerce Degree (Honours Degree Essential), must be registered with a recognised professional body i.e. CIMA/ SAICA/ SAIPA 	Ideal: <ul style="list-style-type: none"> • Master's Degree in Accounting or equivalent qualification • Registered Chartered Accountant
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Job-related Work Experience

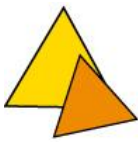
Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

Minimum:

- 8-10 years' experience in an Executive role in a similar or larger organisation, must have lead teams for a minimum of 5 years.
- 5 years' experience within the Public Sector

Ideal:

- 11+ years' experience as Chief Financial Officer
- 7+ years' experience within the Public Sector



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
- Supply Chain Management practices and processes
- Knowledge of general financial management, budgeting and reporting processes within the Public Sector
- Advanced Excel & knowledge working on Financial Accounting systems
- Knowledge of financial risk assessment and mitigation
- On-line banking practices
- Great Planes
- VIP Premier and Genesis
- Policy formulations
- Risk Management
- Internal Auditing
- IT Systems and Structures and HR Management

Competency requirements

- Strong Leadership Skills
- Sound people management skills
- Having the credibility as a leader for the executive team and other relevant stakeholders
- Displaying integrity in tough times
- The ability to make hard and right decisions in the face of adversity
- The CFO must be competent in strategic report writing, planning and communication
- Presentation skills
- Ability to write reports, business correspondence, and procedure manuals
- Strong mentoring and coaching skills

Important note:

- Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to cfopost@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 shortlisted candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **28 May 2021** (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 the achievement of our Employment Equity goals.