

**JOB DESCRIPTION/JOB MODEL**

<b>NAME: Vacant</b>	<b>PERSAL NUMBER</b>

**A. JOB INFORMATION SUMMARY**

<b>JOB TITLE</b>	Chief Financial Officer
<b>CORE</b>	Economic and Financial Personnel
<b>JOB LEVEL</b>	Level 15
<b>DATE</b>	July 2009
<b>LOCATION</b>	Bisho
<b>BRANCH</b>	CFO's Office
<b>POST REPORT TO</b>	Head of Department
<b>JOB CLASSIFICATION CODE</b>	Executive Management

**B. HIERARCHICAL POSITION OF POST**

Head of Department <b>Chief Financial Officer</b> 2 General Managers
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**C. JOB PURPOSE (Linked to Strategic Plan)**

To build financial management capacity through the development of clear system descriptions, process flows and procedure manuals in compliance with the financial prescripts (PFMA).

**D. MAIN OBJECTIVES (Key performance area (KPA's)).**

	<b>MAIN OBJECTIVES</b>	<b>%</b>
1	<b>Ensure efficient and effective accounting services</b> <ul style="list-style-type: none"><li>• Manage suspense accounts</li><li>• Manage departmental banking services</li><li>• Manage debtors accounts</li></ul>	20
2	<b>Ensure proper management of utilization of financial systems</b> <ul style="list-style-type: none"><li>• Manage and control of BAS services</li><li>• Manage the implementation of cost-centre accounting within the Department</li></ul>	20
3	<b>Provision of efficient and effective financial improvement services</b> <ul style="list-style-type: none"><li>• Provide advisory services on formulation and implementation of policies and related matters</li><li>• Manage preparation of financial statements</li><li>• Manage and monitor interdepartmental claims, transactions and balances that have an effect on the annual Financial Statements</li><li>• Manage audit queries</li><li>• Render capacity building on financial related matters</li></ul>	20

4	<p><b>Ensure formulation and development of Policies in order to enhance compliance, monitoring and adherence to all financial related matters.</b></p> <ul style="list-style-type: none"> <li>• Policy formulation and review</li> <li>• Render pre-audit services</li> <li>• Ensure compliance with financial regulatory measures including salaries.</li> <li>• Ensuring that the regulations framed under the regulations promulgated under the various Acts are captured in daily operations</li> <li>• Ensure that norms and standard and practices are adhered to</li> </ul>	20
5	<p><b>Manage salary related matters and payment of creditors</b></p> <ul style="list-style-type: none"> <li>• Develop policies relating to salaries and supplier payments</li> <li>• Monitor implementation of policies</li> <li>• Maintain remuneration / rebate</li> <li>• Monitor compliance with payment procedures and guidelines</li> </ul>	20

**E. DIMENSIONS OF THE POST**

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET

**F. PERFORMANCE STANDARDS & INDICATORS (Based on main objectives)**

Performance standard (measurable outputs / end results) <b>MAIN OBJECTIVES</b>	Indicator (Indicating how well / if standards were achieved)
Drive the strategic planning and implementation process of all components under his control and management	<ul style="list-style-type: none"> <li>• Strategic planning implemented</li> </ul>
Provide strategic leadership to the Branch in line with the vision and mission of the department	<ul style="list-style-type: none"> <li>• Strategic leadership provided</li> </ul>
Ensure efficient and effective accounting services	<ul style="list-style-type: none"> <li>• Suspense accounts</li> <li>• Banking services</li> <li>• Debtors accounts</li> </ul>
Manage utilization of financial systems	<ul style="list-style-type: none"> <li>• BAS control</li> <li>• Cost Centre Accounting implementation</li> </ul>

Provision of efficient and effective financial improvement services	<ul style="list-style-type: none"> <li>• Financial Policy implementation</li> <li>• Financial statements</li> <li>• Audit queries managed</li> </ul>
Ensure compliance, monitoring and adherence to internal financial control	<ul style="list-style-type: none"> <li>• Policy reviewal</li> <li>• Policy implementation</li> <li>• Pre-audit services rendered</li> <li>• Financial Regulatory Measures compliance</li> </ul>
Manage salary related matters and payment of creditors	<ul style="list-style-type: none"> <li>• Policy development</li> <li>• Remuneration/ Rebate maintenance /Supplier payment monitored Compliance with guidelines and procedures</li> </ul>
Ensure formulation and development of Policies	<ul style="list-style-type: none"> <li>• Regulations captured on daily operations</li> <li>• Adherence to norms and standards and practices</li> </ul>
Ensure effective and efficient utilization and management of human, physical and financial resources of the Branch, in accordance with applicable legislation and policies	<ul style="list-style-type: none"> <li>• All resources managed</li> </ul>

## G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Head of Department	Report on progress / planning input	<ul style="list-style-type: none"> <li>• Monthly reports</li> <li>• Implementation of relevant policies</li> <li>• Render Related services</li> <li>• Service reports</li> <li>• Routine reports and notes</li> <li>• Protocols</li> </ul>
Departmental staff/ colleagues	Teamwork, liaising, information-sharing, Good communication Feedback, referrals	<ul style="list-style-type: none"> <li>• Routine memos and notes</li> <li>• Technical guidelines</li> <li>• Statistics</li> </ul>
Multi disciplinary staff members	Using multidisciplinary team to render support to the Branch management, Co-operation, support, referral	<ul style="list-style-type: none"> <li>• Referral reports / file notes</li> <li>• Regular meetings minutes</li> </ul>

## H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Public Service Legislation, Regulations PFMA and other relevant Policies.	Public Administration, Public Service Legislation, Financial Management, Management of Diversity, Administration support to political bearers	Functioning of the National, Provincial and more especially at strategic level management, Responsiveness; Pro-activeness; Professionalism;	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of Public, Financial and Human Resource Management Systems	Programme and project management, Strategic leadership, Business and Public sector financial and people management, Corporate management abilities, Organizing, Planning, Communication, Problem solving and analysis	Functioning of the National, Provincial and more especially at strategic level management Responsiveness; Pro-activeness; Professionalism;	<p>Degree/ National Diploma in Financial Related field</p> <p>Six to ten years appropriate managerial experience required</p> <p>Training in ethics</p> <p>Demonstrative ability to apply Financial Management skills for planning, ability to work under pressure;</p>

			Continuous professional and ethical behavior
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**I. INDIVIDUAL DEVELOPMENT PROGRAMME (PRIORITY)**

\*\*\*\* IT WOULD DEPEND ON THE INDIVIDUAL DEVELOPMENT PRIORITIES

**J. CAREER PATHING**

J.1 PROMOTION TO THE NEXT HIGHER POST

1. Next higher post :Head of Department
2. Nature of work in next higher post: -As required in the higher post

**K. AMENDMENTS TO THE JOB DESCRIPTION**

- The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she deem reasonable in terms of changes in the job content in line with the strategic objectives of the Department, after due consideration with the postholder.

**L. PERFORMANCE INSTRUMENTS**

- The performance instrument of the postholder, should be read as an extension of this job description.

**M. JOB DESCRIPTION AGREEMENT**

- We, the undersigned agree that the content of the completed Job Description/Job Model gives an accurate outline and picture of the job as expected from the incumbent in this job:

SUPERVISOR:	JOB INCUMBENT:
RANK: Head of Department	RANK: Chief Financial Officer
DATE:	DATE:
ACCEPTED	SIGNATURE:
Additional comments/proposed time of revision of this job description: - only if there are changes in the job content.	
Date of revision:	

