



## JOB PROFILE

<b>Position Title</b>	<b>Chief Financial Officer (CFO)</b>
<b>Directorate</b>	Office of the CFO
<b>Peromnes Grade</b>	4
<b>Reports To</b>	Chief Executive Officer (CEO)
<b>Number of Direct Reports</b>	<ol style="list-style-type: none"> <li>1. Senior Manager: Finance</li> <li>2. Senior Manager: Supply Chain</li> <li>3. Executive Assistant</li> </ol>

<b>POSITION REQUIREMENTS</b>	
<b>Description</b>	<p>This position plans, directs and controls the organisation's overall financial plans and policies, and accounting practices, as well as manages relationships with financial institutions.</p> <p>The position develops and co-ordinates necessary and appropriate accounting and statistical data and procedures for the maintenance of its fiscal records and the preparation of its financial reports. In addition, this position is accountable for the overall management of procurement of goods and services, as well as NDA assets at both strategic and operational levels in relation to the implementation of NDA strategy.</p>
<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>• An Honour's degree in a relevant field of financial management or accounting</li> <li>• Certified CA will serve as an added advantage</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• At least 8 (eight) years of experience in a senior management position in finance or accounting</li> <li>• Experience in strategic planning and execution</li> <li>• Extensive experience in Financial modelling; budgets, cash flow management, capital expenditure, debtors/creditors, inventory, etc, as well as experience with financial reporting</li> <li>• Extensive experience in asset management</li> <li>• Experience in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures</li> <li>• Statutory Reporting</li> <li>• Public sector experience</li> </ul>

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of leadership and management principles</li> <li>• Knowledge of Socio, Political and Economic issues facing South Africa</li> <li>• Knowledge of applicable legislation in particular the NDA ACT, PFMA, GAAP, GRAP, IFRS and National Treasury Regulations</li> <li>• Knowledge of contracting, negotiating, and change management</li> <li>• Knowledge of automated financial and accounting reporting systems</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to analyse financial data and prepare financial reports, statements, and projections</li> <li>• Visionary Leadership</li> <li>• Strategic Leadership</li> <li>• External Awareness</li> <li>• Political Savvy</li> <li>• Leveraging Diversity</li> <li>• Negotiation</li> <li>• Service Motivation</li> <li>• Creativity &amp; Innovation</li> <li>• Ability to work as a team member</li> <li>• Strong analytical skills and ability to interpret and advise on the application of legislation</li> <li>• High levels of discretion and sensitivity</li> <li>• Ability to interpret international and local conditions and trends</li> <li>• Excellent communication skills – all aspects</li> <li>• Ability to work under pressure</li> <li>• Ability to drive and motivate change</li> <li>• Ability to provide sound advice at all levels</li> </ul>

<b>MAIN AREAS OF RESPONSIBILITY</b>	
<i>Leadership</i>	<ul style="list-style-type: none"> <li>• Participate with the EXCO team in developing a vision and strategic plan to guide the organisation</li> <li>• Identify, assess, and inform the EXCO team of internal and external Financial and Procurement issues that affect the organisation</li> <li>• Foster effective teamwork amongst the staff in the within the Directorate</li> </ul>
<i>Operational Planning and Management</i>	<ul style="list-style-type: none"> <li>• Develop the Directorate's operational plans which incorporate goals and objectives that work towards the strategic direction of the organisation.</li> <li>• Draft and ensure implementation of financial policies and procedures; review existing policies on an annual basis and recommend changes as appropriate.</li> <li>• Identify areas for continuous process improvement.</li> <li>• Ensure that the operation of the Directorate meets the expectations of its clients, both internal and external.</li> <li>• Communicate with other Directorate executives as appropriate.</li> <li>• Oversee the efficient and effective day-to-day operation of the Directorate including the following: <ul style="list-style-type: none"> <li>• Create, co-ordinate, and evaluate the financial programmes and supporting information systems of the company to include budgeting, and conservation of assets</li> <li>• Approve and co-ordinate changes and improvements in automated financial and management information systems for the NDA</li> </ul> </li> <li>• Ensure compliance with budgetary reporting requirements</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee the approval and processing of revenue, expenditure, and position control documents, Directorate budgets, salary updates, ledger, and account maintenance and data entry</li> <li>• Co-ordinate the preparation of financial statements, financial reports, special analyses, and information reports</li> <li>• Develop and implement finance, and accounting procedures</li> <li>• Establish and maintain appropriate internal control safeguards</li> <li>• Interact with other managers to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations</li> <li>▪ Ensure records and systems are maintained in accordance with generally accepted auditing standards</li> <li>▪ Develop and direct the implementation of Directorate strategic business and/or operational plans, projects, programmes, and systems</li> <li>▪ Analyse cash flow, cost controls, and expenses to guide business leaders; analyse financial statements to pinpoint potential weak areas</li> <li>▪ Oversee financial management to include developing financial and budget policies and procedures</li> <li>▪ Direct financial management to include developing financial and budget policies and procedures</li> <li>• Ensure compliance with PFMA, King Report, and the NDA Act</li> <li>• Compilation of various reports to legal structure such as the NDA Board, Parliamentary Portfolio Committee at agreed intervals</li> <li>• Implement productivity and efficiency model at NDA</li> <li>• Develop and maintain operational quality excellence</li> <li>• Develop and Implement productivity enhancement programme, as well as system optimisation processes and procedures for the NDA</li> <li>• Develop and maintain internal service standards</li> <li>• Constantly seek methods to improve productivity per employee and the organisation</li> <li>• Establish and manage the financial model – establishing and managing costs as per funding ratio</li> <li>• Develop, co-ordinate and manage Directorate budgets</li> </ul>
<i>Human Resources Planning and Management</i>	<ul style="list-style-type: none"> <li>• Determine staffing requirements for the Directorate</li> <li>• Ensure the implementation of the NDA human resources policies, procedures and practices within the Directorate</li> <li>• Establish a positive work environment within the Directorate</li> <li>• Coach and mentor staff as appropriate to improve performance</li> <li>• Discipline staff when necessary using appropriate techniques</li> </ul>
<i>Financial Planning, Management and Reporting</i>	<ul style="list-style-type: none"> <li>• Prepare a comprehensive budget for the NDA and the Directorate.</li> <li>• Administer the funds of the Directorate according to the approved budget and prepare and submit monthly management accounting reports:</li> <li>• Provide regular reports on the revenues and expenditure of the Directorate</li> </ul>
<i>Risk Management</i>	<ul style="list-style-type: none"> <li>• Identify and evaluate the risks within the Directorate and as related to the organisation's financial status, and implement measures to control those risks.</li> <li>• Report on the identified risks and risk management strategies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Resolve audit queries and complete risk management reports as appropriate for the NDA and the Directorate.</li> <li>• You will be required to undertake any reasonable duties as specified by Management.</li> </ul>
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<b>KEY RELATIONSHIP INTERFACES</b>	
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<b>Internal Relationships - other than reporting lines (manager and subordinates). *</b>	<b>External Relationships (With Local/Provincial structures and other key parties, specify)</b>
<ul style="list-style-type: none"> <li>• Office of the CEO</li> <li>• EXCO and other CEO's Committees, in particular the Budget Committee</li> <li>• Audit and Risk Committee (Board Committee)</li> <li>• NDA Board</li> <li>• Human Resource Unit (Payroll)</li> <li>• Auxiliary Services Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Ministry of Social Development</li> <li>• National Treasury</li> <li>• Financial institutions</li> </ul>

Signed by: <b>(Job Holder)</b>	Authorised by:
Date:	Date: